FRIENDS
OF ACPL

HE
GRAPHIC
AMANUENSIS.

PITMAN-HOWARD.

REVISED EDITION.

Phone. 1180 M

Oct 1, 1923.

Nettie A. Rose.
Fullerware.
Corning, N. Y.

The American System of Shorthand.

The Phonographic Amanuensis.

A Presentation of Pitman Phonography, More Especially Adapted to the Use of Business and Other Schools Devoted to the Instruction and Training of Shorthand Amanuenses.

By

Jerome B. Howard.

With a Prefatory Note by

Benn Pitman.

Revised Edition.

Cincinnati:

The Phonographic Institute Company.

1924.

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Note by Benn Pitman.

My dear Mr. Howard,

I have just finished reading the manuscript of your book, "The Phonographic Amanuensis," and I hasten to assure you of my gratification at its completion, and my recognition of the many new and good features it contains.

The plan of presenting Phonography which it employs is one which I never used in any textbook, or in my regular teaching, but I can see that it has certain advantages of its own which ought not to be overlooked, and I feel that the book will respond to a real want in the teaching of latter-day business shorthand.

The new features in Lesson XIX meet with my entire approval as additions to the system. They have been familiar to me, and have been used by me to some extent when writing in reporting style. They have been thoroughly tested, and it is time they should be incorporated as a part of the Phonographic System.

Sincerely yours,
Benn Pitman.

The Phonographic Institute,
Cincinnati,
Feb. 1, '04.

Author's Note.

Further improvements are incorporated in this issue of The Phonographic Amanuensis with respect to the representation of w *and* y. *These principally affect Lessons XIII and XIV, which have been partly rewritten.*

These improvements were approved and recommended by Benn Pitman in the last year of his life. See "The Phonographic Magazine" for December, 1910, page 324.

J. B. H.

The Phonographic Institute,
Cincinnati, July 1, 1911.

Author's Note.

The changes in the revised edition of the Phonographic Amanuensis are not extensive, but are felt to be of real importance. They include the introduction of the principle of tripling straight strokes, some few alterations in usage with respect to logograms and contractions, and the rewording of various paragraphs of the text.

These changes will, it is believed, work advantageously—some in the direction of greater simplicity, others in that of increased efficiency, in the Amanuensis Style of Phonography; and they will entirely harmonize that style with the Reporting Style as developed in the revised REPORTER'S COMPANION, *to be publisht during the present year.*

J. B. H.

The Phonographic Institute,
Cincinnati, July 1, 1916.

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The Phonographic Amanuensis.

Lesson I.—Straight Consonants.

1. The Strokes.—

P	as heard in	*p*et	and	ca*p*	is written in Phonography	\	named	pe.
B	"	*b*et	"	ca*b*		\	"	be.
T	"	*t*uck	"	ba*t*		|	"	te.
D	"	*d*uck	"	ba*d*		|	"	de.
Ch	"	*ch*eer	"	ri*ch*		/	"	chay.
J	"	*j*eer	"	ri*dg*e		/	"	jay.
K	"	*c*ome	"	lo*ck*		—	"	kay.
G	"	*g*um	"	lo*g*		—	"	gay.

Exercise I.

Learn the phonographic characters thoroughly by reading aloud and then copying, many times, the following exercise:

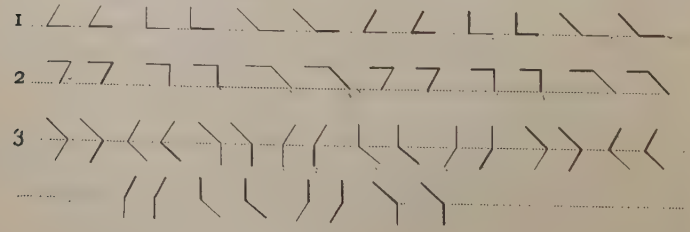
1 \ \ \

2. Directions for Writing.—(*a*) Write the upright and slanting strokes downward. See groups 1, 2, and 3. (*b*) Begin all upright and slanting strokes at the same height—about one-sixth of an inch above the line. Double-lined paper ruled to this width is to be recommended for beginners. (*c*) The horizontal strokes and (see group 4) should be written exactly on the lower line. are inclined forty-five degrees to the left of which should be exactly perpendicular. are inclined thirty degrees to the right of . Do not err in making with too little slant away from . If anything, let them slant *a little* more than forty-five degrees, thus: . Be particular also to make absolutely vertical. On no account slant them *in the least* toward the right. A *very slight* slant to the *left* is far less objectionable. (*d*) Make light strokes very light and the heavy strokes only sufficiently shaded to distinguish them clearly.

3. Joining of Strokes.—When a word is written in Phonography, it is necessary first of all to write all the consonants without lifting the pen. The second stroke begins where the first ends, and so on.

Exercise II.

The following exercise should be read and re-read until the student can name the strokes in each combination without hesitation. It should then be carefully copied and re-copied until all the outlines can be written with accuracy and ease.



4.

4. Directions for Writing.—(*a*) Combinations containing only one descending stroke rest on the line. See groups 1 and 2. (*b*) A horizontal stroke followed by a descending stroke should be written just high enough that the descending stroke may rest on the line. See group 2. (*c*) When two descending strokes are joined, the first rests on the line and the second falls below it. See groups 3 and 4. (*d*) Two strokes in the same direction should be written with continuous motion of the pen, no pause being made between the strokes. See group 4. When one such stroke is light and the other heavy the heavy stroke tapers to the point of joining, where it is light.

5. Phonetic Spelling.—In writing Phonography the ordinary spelling is wholly disregarded. Words are written purely *by sound*. For instance, the word *gin* begins with ⟋, and — is used only in writing the sound of *g* heard in *get*. *Chemist* begins with —, and ⟋ is used only in writing words which contain the sound of *ch* heard in *change*. There are no "silent letters" in Phonography. The only consonants in the word *debt* are *d-t*.

Exercise III.

Write in their proper order, using the phonographic signs, the *consonants* of the following words:

Check, joke, jug, coach, cage, gage, take, tug, duck, dug, code, gate, poach, page, chub, budge, putty, paid, poke, peg, bait, buck, bug, tape, tub, dope, dub, cape, cub, touch, Dutch, jet, pope, cake, judge, toad, debt, keg, poetic, paddock, puppet, baggage, deputy, topic, tobacco, debauch, decayed, judged, cubit, cabbage, chaotic, cadet.

Write the foregoing exercise repeatedly *from dictation* until all the outlines can be written with ease and promptness.

Lesson II.—Curved Consonants.

6. The Strokes.—

F	as heard in	*f*ault	and	sa*f*e	is written in Phonography	⌒	named	ef.
V	"	*v*ault	"	sa*v*e		⌒	"	ve.
Th	"	*th*igh	"	brea*th*		(	"	ith.
Th	"	*th*y	"	brea*th*e		(	"	the.
S	"	*s*eal	"	fa*c*e		)	"	es.
Z	"	*z*eal	"	pha*s*e		)	"	ze.
Sh	"	*sh*ame	"	ru*sh*		⌒	"	ish.
Zh	"			rouge		⌒	"	zhe.

Exercise IV.

Practise the curved strokes by reading and then copying repeatedly the following exercise:

1 ⌒ ⌒ ⌒ ⌒ ⌒ ⌒ ⌒ ⌒ ⌒ ⌒ ⌒ ⌒ ⌒ ⌒

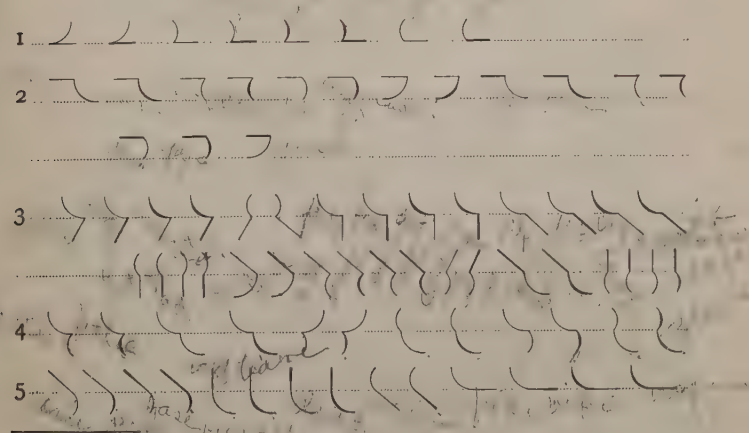
2 (((

fully given the proper amount of curve. (*c*) The strokes should be so inclined that their chords* will be forty-five degrees to the left of ; *i. e.*, the same slant as the stroke . The strokes are so inclined that their chords will be forty-five degrees to the right of . The strokes are so written that their chords are exactly perpendicular to the base-line, and they should on no account slant even slightly to the right. Be careful to give their full slant away from . Better a trifle too much than too little. Thus are to be preferred to . (*d*) Make the light strokes very light and the heavy strokes shaded only in the middle, tapering toward the ends.

8. Joining of Curves.—The curved strokes may be joined to the straight strokes, and to each other, to form outlines for words.

Exercise V.

To be read and copied:



*A line that is *part* of the circumference of a circle is called an arc, and a straight line drawn from one end of an arc to the other is called its chord.

9. Directions for Writing.—(*a*) The outlines in groups 1 and 2 rest on the line, the horizontal strokes in group 2 being written just high enough to admit of this. (*b*) In groups 3 and 4, the first stroke rests on the line and the second descends below it. (*c*) The outlines in group 5 should be written with continuous motion; that is, with a single unchecked movement of the pen. (*d*) In the outlines B-Z, D-V, and V-G the curved stroke is made heavy throughout the entire half next to the straight stroke.

10. Phonetic Spelling.—Note that *th* has two separate and distinct sounds. *Th* in *bath* is as different from *th* in *bathe* as is *p* from *b*, or *f* from *v*. The ordinary alphabet does not provide a sign for either of these sounds of *th*, but Phonography gives to each its own sign, the one distinguished from the other by its shade. Each is used only when its proper sound is heard. The same is true of (heard in *dish*) and (heard in *pleasure*).

Exercise VI.

Write the *consonants* of the following words:

Puffy, bathe, Bessy, bevy, Davy, death, daisy, Jessie, covey, cozy, gush, fade, fetch, fake, fudge, faith, fussy, fuzzy, vote, vetch, vague, evoke, thud, essayed, Osage, shake.

Puppyish, pathetic, babyish, bishop, Topsy, gypsy, fatigue, fidgety, effect, fagot, vivify, vacate.

Write from dictation the foregoing exercise and repeat it until all the outlines can be written without mental hesitation. Also review Exercise III by rewriting from dictation.

Lesson III.—Curved Consonants.—Continued.

11. The Strokes.—

L	as	heard	in	*l*eap	and	pee*l*	is written in Phonography	named	lay.
R		"		*r*eap	"	pee*r*		"	ar.
M		"		*m*eal	"	la*m*e		"	em.
N		"		*n*ail	"	ma*n*		"	en.
Ng		"		i*n*k	"	so*ng*		"	ing.

Exercise VII.

Practise these strokes first by reading and then by repeatedly copying the following exercise:

1

2

3

4

5

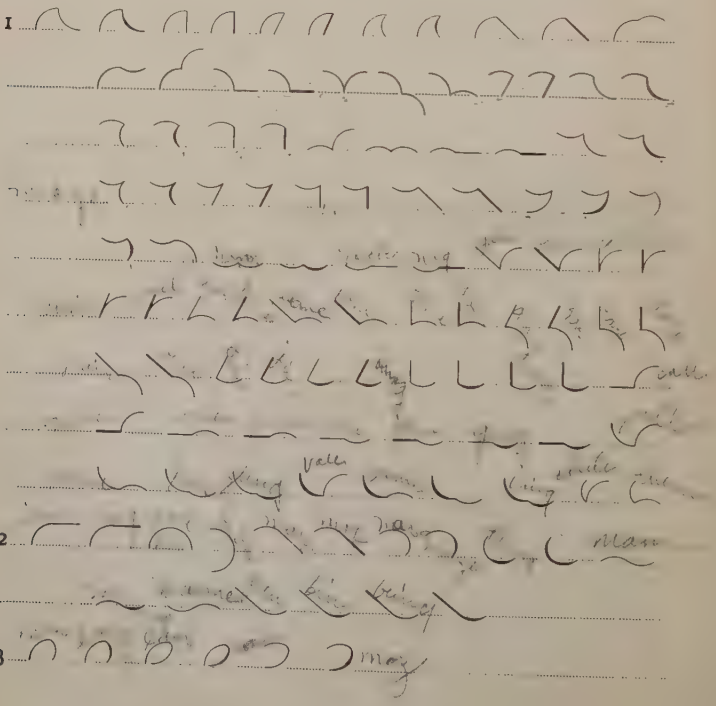
12. Directions for Writing.—(*a*) *L* is written from the line upward. (*b*) *R* is written from top to bottom. (*c*) The horizontal curves are written from left to right, and they are so placed that the base-line (the lower line of double-

lined paper) shall form a chord. Thus *m* is written ⌒ and *n* and *ng* are written ⌒.

13. Phonetic Spelling.—*Ng* is another sound not provided with a letter in the ordinary alphabet. It is the consonant heard at the end of such words as *long*, *sing*, *rung*, and in Phonography the sound is represented by the shaded sign ⌒.

Exercise VIII.

These curves are joined to each other, and to the strokes given in the preceding lessons, as shown in the following exercise, which should be repeatedly read and copied.



14. Directions for Writing.—(*a*) Write the outlines in group 1 with a distinct angle between the strokes. (*b*) The outlines in group 2 have no angle and are therefore written with continuous motion, no pause being made between the strokes. (*c*) In writing the outlines in group 3 the true forms of the strokes should be modified by slightly rounding the angle at the point of junction so that the outlines may be written with continuous motion.

Exercise IX.

Write the consonants of the following words:

Pail, pair, poem, pony, bale, bear, bony, bung, tail, tore, tame, tongue, dale, door, dumb, chair, chum, gem, coal, core, came, gale, gore, gum, fellow, fair, foam, funny, thumb, assail, sower, share, shame, lope, lobe, ledge, lake, leg, loaf, love, lazy, lull, lore, lame, Rome, mope, muddy, make, mug, muff, mussy, mush, mail, maim, many, nape, nub, nutty, nudge, knave, numb, pulp.

Policy, palsy, polish, bulb, ability, bellowed, bulge, bulk, tedium, touchily, Tacoma, Toledo, tamely, Tammany, taming, detail, damage, dumbly, domino, dynamo, Duluth, chimney, chunk, kidney, Cockney, cozily, cozier, cashier, comedy, comic, Canada, gulp, gulch, gulf, gamely, gaming, fathom, fussily, failure, fairly, famish, female, funnier, valor, vanity, asleep, shakily, shaming, locate, luckily, lofty, lazily, lazier, lurk, lamely, laming, lunge, rummage, roaming, mutiny, muddier, magic, mawkish, maggot, mussily, mussier, mimic, maniac, manage, month, monkey, nabob, anthem, nothing, Newark, namely.

Write from dictation, as before, and review Exercises III and VI by rewriting from dictation.

Lesson IV.—Vowels.

15. The Signs.—(*a*)

A (ā) as heard in d*ay* and *a*che is written in Phonography |·

O (ō) " sn*ow* " *o*ld " |-

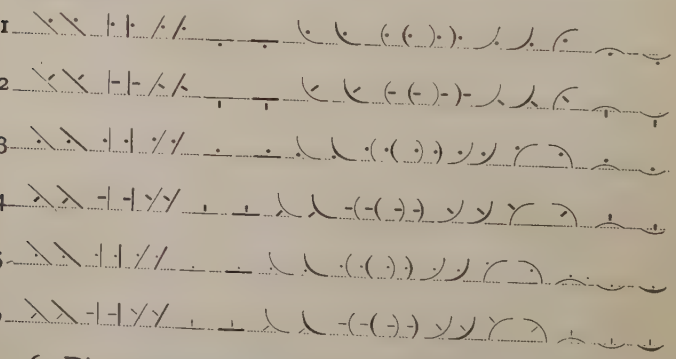
E (ĕ) " *e*bb " n*e*t " |·

U (ŭ) " *u*p " t*u*b " |-

(*b*) The vowel-signs are merely the dots and dashes. As they cannot be written alone, but must be placed to some adjacent consonant, the stroke | is here used for the purpose of illustration.

Exercise X.

Learn the vowel-signs by reading and then copying repeatedly the following exercise:



16. Directions for Writing.—(*a*) Write all these vowels exactly opposite the *middle* point of each consonant stroke.

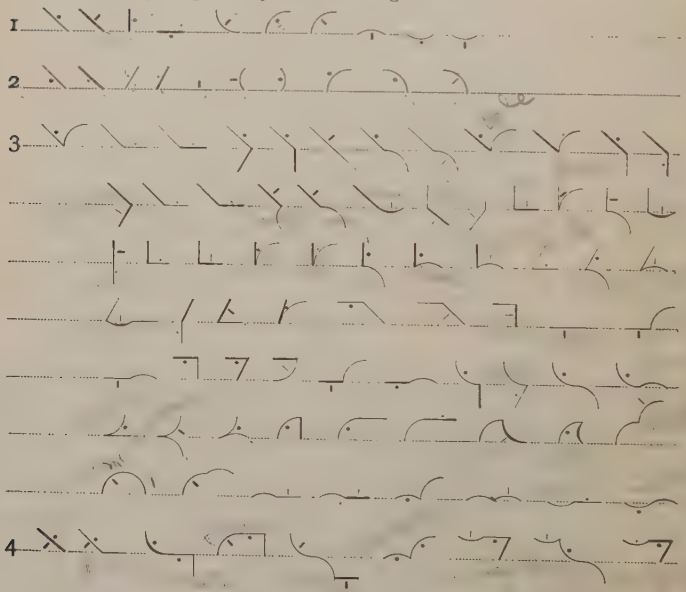
(*b*) When the vowel is to be read as *following* the consonant it should be written to the right of upright and slanting strokes, and below horizontal strokes. See groups 1 and 2. When the vowel is to be read as *preceding* the consonant, it should be written to the left of the upright and slanting, and above the horizontal, strokes. See groups 3 to 6. (*c*) The dashes $\bar{o}$ and $\breve{u}$ must always be written so as to be exactly at right angles to the stroke to which they are placed. (*d*) *A* is distinguished from $\breve{e}$ by being made slightly heavier, and $\bar{o}$ is similarly distinguished from $\breve{u}$. (*e*) In writing the light vowels, place the point of the pen on the paper with merely enough pressure to make a mark. In writing the heavy vowels, sufficient pressure is given to the pen to spread the points very slightly. If a pencil be used, a very slight rotation of the pencil between the thumb and forefinger will produce sufficient shade in a heavy dot. *Never* make a heavy dot by first tracing a small circle and then "filling in." The distinction between light and heavy dots, as between light and heavy strokes, should be secured rather by making the light signs very light than by overshading the heavy ones.

17. Phonetic Spelling.—(*a*) The sign stands for the vowel heard in the word *day*. It makes no difference how much the longhand "spelling" of this sound may vary (*day, fail, late, eight, break, vein, they*) the *sound* is always one and the same, and in Phonography it is always written with the same sign . (*b*) The vowel heard in *snow* is represented by the sign which is always used in writing that sound, no matter how it may be "spelled" in longhand—*snow, go, though, hoe, beau, sew, foal, soul.* (*c*) stands for the vowel heard in *ebb* and is always written when that sound is heard, even though in longhand it may be "spelled" as in *ebb, any, said, head, heifer, leopard, friend,*

guess, bury, Ætna. (*d*) ⌐ represents the vowel which begins *up*. The same vowel is heard in the words *done* and *tongue*, but in Phonography it is always represented by ⌐.

Exercise XI.

Read and copy repeatedly the following words:



18. Vowels between Consonants.—(*a*) When a vowel-sign falls between two strokes, it is possible to write it after the first or before the second. Write *ā* and *ō* after the first stroke and *ĕ* and *ŭ* before the second. These vowel-signs will thus be distinguished, the one from the other, by the strokes to which they are written, as well as by their size. (*b*) Write words like *air, pair, dare, chair*, with the heavy dot. The perfect sound of *ā* is never heard before *r*.

Exercise XII.

Write in Phonography the following words, inserting all vowels:

1. Bay, toe, dough, jay, go, they, say, so, show, may, nay, no.

2. Ate, oat, age, ache, egg, ace, owes, ell, air, aim.

3. Poach, poke, puck, pug, pole, pour, pup, babe, boat, butt, bake, buck, bug, bathe, bowl, bear, burr, tape, toad, take, tuck, tail, tear, tame, dome, dope, date, debt, duck, death, dole, dull, door, choke, chuck, chore, Job, jut, jug, gem, cope, code, coach, cake, keg, cull, core, came, goat, gale, gore, gum, fed, fudge, faith, fur, fame, thumb, share, ledge, luck, loaf, loath, loathe, lame, make, month, muff, mush, mole, maim, nudge, knave, name, numb.

4. Echo, effect, elbow, mellow, meadow, Monday, oakum, unsay, unmake.

Write Exercises XI and XII repeatedly from dictation, as heretofore, and review all preceding exercises by rewriting from dictation.

Lesson V.—First-place Vowels.

19. The Signs.—(*a*)

E (ē) as heard in *ea*se and tr*ee* is written in Phonography
Aw (a̤) " *a*ll " s*aw* "
I (ĭ) " *i*n " t*i*p "
O (ŏ) " *o*dd " n*o*t "

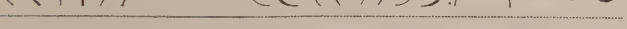
(*b*) These vowel-signs are exactly the same as those given in the last lesson except that they are written at the *beginning* of the stroke to which they are placed. (*c*) The dashes are written exactly at right angles to straight strokes and at right angles to the *chords* of curves, thus: . (*d*) The place which the vowels in this lesson occupy is called, for the sake of distinction, the *first* vowel-place, and the signs are spoken of as *first-place* vowel-signs. (*e*) Vowels written in the middle of the stroke (those, namely, given in Lesson IV) are second-place vowels. (*f*) It must be noted that when a first-place vowel is written to it is placed at the *bottom* of the stroke, because this stroke begins at the bottom (see par. 12*a*), and the *first* vowel-place is always at the beginning of the stroke.

Exercise XIII.

Read and copy repeatedly the following exercise:

1
2
3
4

5

6 

19g. Directions for Writing.—In writing a word all consonants are first written and vowels are then inserted in regular order. But when a word *begins with a first-place vowel* that vowel should be written before beginning to write the consonant that follows it. Write thus groups 3 to 6 of Exercise XIII, and group 2 of Exercise XIV.

20. Position of Strokes.—(*a*) All the strokes in the preceding exercise are written in what is called the *first position.* (*b*) An upright or slanting stroke in the first position is so placed that its lowest point shall be half the height of the letter above the base-line; if double-lined paper is used, a stroke in the first position will be cut at exactly its middle point by the upper line. (*c*) A horizontal stroke in the first position is so placed that it shall be at the height of the stroke above the base-line. A straight horizontal stroke in the first position will, therefore, exactly coincide with the head-line of double-lined paper. (*d*) The chord of a horizontal curve in the first position will exactly coincide with the upper line, thus:

21. Phonetic Spelling.—(*a*) The sign stands for the vowel-sound in the word *ease.* It makes no difference how this sound may be represented in ordinary orthography (*he, see, here, beast, people, machine, field, leisure, Cæsar, quay, Phœbus*) the *sound,* which is always one and the same sound, is written in Phonography with the sign (*b*) represents the vowel heard in *all,* and is invariably used in Phonography for writing that sound, no matter how spelled in longhand—*law, gaudy, broad, ought, nor, almost, falcon, war.* (*c*) stands for the vowel heard in *in,* and is always

written for that sound, even though in longhand it may be spelled as in *if*, *system*, *been*, *sieve*, *build*, *busy*, *women*. (*d*) ⌐ represents the vowel heard in *odd*. This vowel is variously "spelled" in the words *sob*, *what*, *knowledge*, *yacht*, but in Phonography it is always represented by ⌐.

22. Position-writing.—(*a*) Whenever the vowel in a word is a first-place vowel the consonant outline of the word is regularly written in the first position. See groups 1 to 3 of the following exercise. (*b*) To write in a given position an outline of more than one stroke, the outline must be so placed that the first upright or slanting stroke shall occupy that position. (*c*) If the outline consist entirely of horizontal strokes, of course the first stroke determines the position. (*d*) Whenever the vowel in a word is a second-place vowel the consonant outline of the word is regularly written in the second position, that is to say, resting on the base-line. All the outlines in the first four lessons in this book are in the second position. (*e*) Whenever there are two or more vowels in a word, the *accented* vowel determines the position of the outline—if it is a *first*-place vowel the outline is written in the *first* position, if it is a *second*-place vowel the outline is written in the *second* position. See groups 4 and 5.

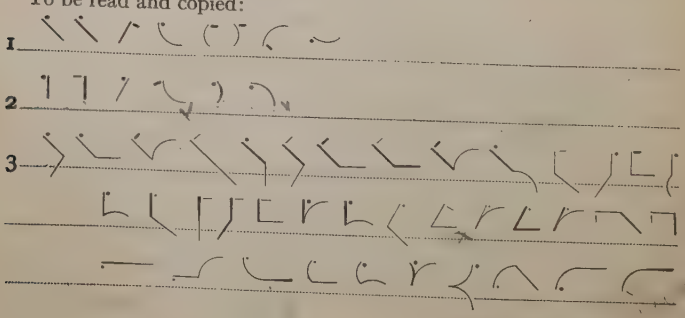
Exercise XIV.

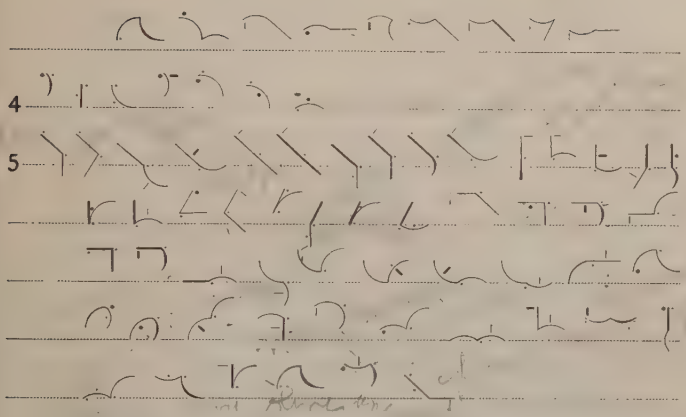
To be read and copied:

1

2

3





23. First-place Vowels between Consonants.—When a first-place vowel-sign falls between two strokes, always write it *after the first.*

Exercise XV.

To be written in Phonography:

1. Paw, tea, key, caw, see, pshaw, me, knee.

2. Odd, eve, eel, ear.

3. Pick, pig, pill, peel, peer, pip, pod, pitch, bob, bought, beech, beak, big, bill, beam, tip, tick, tall, team, deep, daub, ditch, Dick, dig, dog, deal, dim, cheap, chop, cheek, chick, cheer, job, jog, jeer, kid, cock, keel, king, gall, fib, feed, fog, fear, thief, shock, leap, lop, lodge leak, league, leaf, leave, limb, rim, mob, meal, knob, niche, nick.

4. Putty, puppy, pitchy, pokey, pithy, Polly, penny, baby, Biddy, beachy, balky, boggy, buggy, bevy, Bessie, Billy, billow, bony, bunny, toady, touchy, tinny, ditty, dickey, decay, dizzy, Dolly, delay, chubby, chalky, chummy, jockey, Jessie, jolly, Jimmie, Johnnie, Jennie, Kitty, coffee, Keeley, Kelly, gaudy, gawky, gamy, guinea, foggy, fussy, filly, Foley, fellow, finny, veto, volley, lady, leaky, Lizzie, lily, loamy, meadow, mushy, Mollie, Mamie, Minnie, many, knobby, naughty, nutty.

5. Apish, audit, ebony, enemy, inch, ink, oddity.

Write Exercises XIV and XV from dictation, and review as heretofore.

Lesson VI.—Third-place Vowels.

24. The Signs.—

Ah (ä) as heard in *a*lms and f*a*r is written in Phonography |.

Oo (o͞o) " *oo*ze " sh*oe* " |_

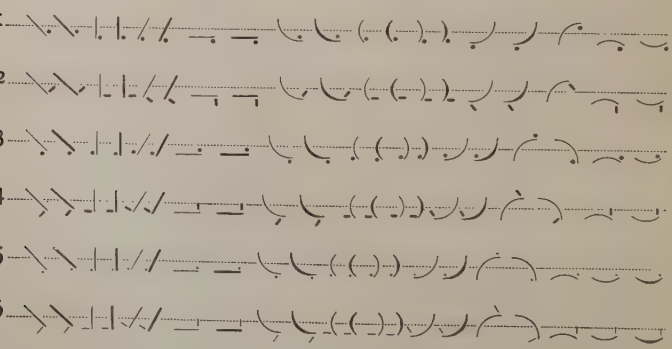
A (ă) " *a*t " t*a*ck " |.

U (u̇) " p*u*ll " f*oo*t " |_

These vowel-signs are distinguished from those given in the last two lessons by being placed at the *end* of the stroke, or, as it is called, in the *third* vowel-place.

Exercise XVI.

Learn the third-place vowels by reading and then repeatedly copying the following exercise:



25. Position of Strokes.—The strokes in the preceding exercise are written in what is called the third position.

Upright and slanting strokes are so placed that the base-line cuts them at their middle point. Horizontal strokes are written at a distance below the base-line exactly equal to half the length of a stroke ; thus:

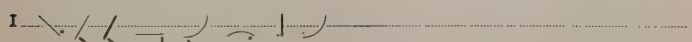
26. Phonetic Spelling.—(*a*) The sign stands for the vowel heard in the word *bar*. This sound is variously written in longhand, as in *car*, *calm*, *heart*, *sergeant*. It has but the one invariable sign in Phonography. (*b*) uniformly represents the vowel heard in *fool*, though in longhand this sound is represented in as many as five different ways—*rude*, *crew*, *fruit*, *you*, *food*. (*c*) stands for the vowel heard in *fat*. This sound is uniformly represented in longhand by "a." (*d*) stands for the vowel heard in *full*. This vowel is variously written in longhand, as in *put*, *wolf*, *could*, *book*.

27. Position-writing.—(*a*) Whenever the accented vowel of a word is a third-place vowel, the outline of the word is written in the third position. See groups 1 to 4 in the following exercise.

Exercise XVII.

To be read and copied:

1



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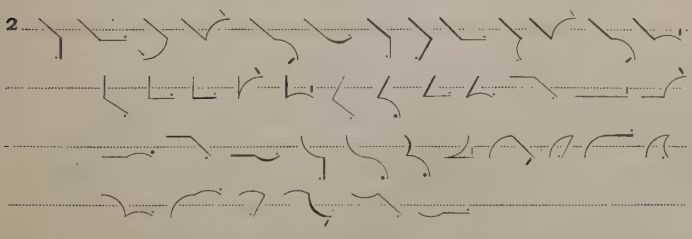

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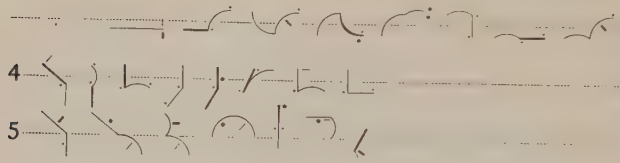


28. Third-place Vowels between Consonants.—When a third-place vowel-sign falls between two strokes, write it before the second of the two strokes. See groups 2 to 4.

29. Consecutive Vowels. — When two consecutive vowel-signs come between two strokes, write the first vowel-sign after the first stroke and the second vowel-sign before the second stroke. See group 5.

Exercise XVIII.

To be written in Phonography:

1. Patch, path, pool, par, palm, boot, batch, back, bag, booth, bar, balm, bang, tab, took, tooth, tar, tomb, dab, dam, chewed, jute, jag, coop, cab, catch, cash, car, gap, gag, gash, food, fag, fang, thatch, sham, latch, lack, laugh, loom, room, map, Madge, mash, nab, nook, gnash.

2. Pappy, Paddy, pussy, booby, baggy, bushy, bully, tabby, taffy, toga, tally, data, dally, Dana, chaffy, Judy, Java, Juno, cookie, cooley, canoe, goody, fatty, Fanny, valley, shako, shaggy, laddie, lassie, Lena, Mocha, massy, mamma, natty, Nannie.

3. Peony, gnawing, poem, lower, Jewish, gaiety.

Write repeatedly from dictation, as heretofore, until all outlines can be written promptly without conscious effort. In like manner use every reading and writing exercise in this book as a dictation exercise, which must become familiarized by repeated writing from dictation before the advance is made to the next lesson. At every stage of the student's advancement the preceding exercises should frequently be reviewed by writing them from dictation.

Lesson VII.—Diphthongs.

30. The Signs.—(*a*)

I (ī) as heard in *ice* and m*y* is written in Phonography

Oi (oi) " *oil* " b*oy* "

Ow (ow) " *owl* " th*ou* "

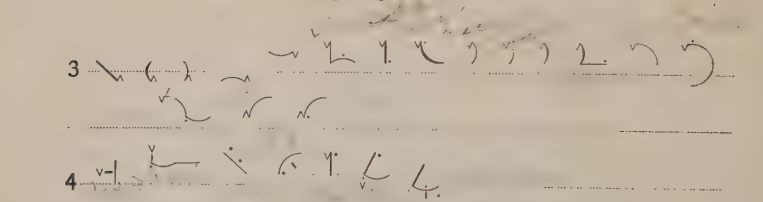
(*b*) The signs point exactly down and up, and do not, like the dash vowels, change their direction in accordance with the direction of the stroke to which they are written. (*c*) *I* and *oi* are first-place vowel-signs, and *ow* is a third-place vowel-sign. Thus: *buy*, *toy*, *vow*. (*d*) But as is an absolute sign—that is, one which is not dependent on its vowel-place for its legibility—it may in practise be written in *any* vowel-place, as may be most convenient. Notwithstanding this, the outline of any word in which *ī* is the accented vowel is always written in the *first* position. Thus:

Exercise XIX.

To be read and copied:

1

2



31. Joined Diphthong-signs.—(*a*) When a diphthong begins or ends a word, the sign may be joined to its adjacent consonant without lifting the pen, if it makes a convenient joining—that is, if the angle formed in joining it is a right angle or an acute angle. See group 3. (*b*) It should never be joined when an obtuse angle would be formed.

32. Consecutive Vowels.—(*a*) When a word begins with two consecutive vowels the first should be written farther away from and the second nearer to the adjacent consonant stroke. (*b*) When a word ends with two consecutive vowels the first is written nearer to and the second farther away from the adjacent consonant stroke. See group 4.

Exercise XX.

To be written in Phonography:

1. Tie, pie, thigh, sigh, lie, toy, coy, annoy, vow, aisle, our.

2. Pike, pile, bias, type, diet, dike, dyer, chide, guile, fire, like, live, lime, mighty, knife, toil, decoy, coil, power, dower, cowl, vouch.

3. Bow, thou, sow, mow, nigh, item, Ida, ivy, ice, icy, eyes, Isaac, ire, Irish, irony, oil, oily.

4. Iota, Ionic, payee, Leo, idea, genii, Genoa.

Lesson VIII.—Sentence-writing.—Vowel and Diphthong Logograms.

33. Value and Use of Position-writing.—Up to this point, the learner has written only detached words in Phonography. He is now to advance into a new field and write *sentences*. The great difference between the writing of mere words and the writing of words combined to form sentences is this: In writing a detached word it is, in most cases, necessary to write the entire word, vowels as well as consonants; otherwise the word could not be read with certainty. But in writing sentences most words may safely be represented merely by their consonant outlines, the vowels being wholly or partly omitted. The written consonants of a word form what is called the *outline* of the word. Thus is the outline of the word *pair*. But it is also the outline of *pear*, and of *peer*, and of *par*, and of *pour*, and of *pyre*, and of *power*. It is true that the outline can not be read as *pear*, or *pair*, or *pour*, or *par*, or *poor*, or *power*, but only as *peer* or *pyre;* for the fact that the outline is written in the *first* position plainly shows that the missing vowel, whatever it may be, must be a *first*-place vowel. Likewise can stand only for *pair*, *pear*, or *pour*, and can not possibly represent any one of the other five words; while represents *par*, *poor*, or *power*. This illustration makes clear the value and use of position-writing. It enables us to omit vowels and still to know *something* about those omitted vowels—to

know what vowel-place the accented vowel of a word would occupy if it were replaced in the outline.

34. **Context.**—But, even with the help thus given by position-writing, it is evident that if the bare consonantal outline be written alone, no one can say positively which of three different words it stands for—for it may stand for any one of them. The necessity for inserting the vowels in writing detached words is therefore apparent. In sentence-writing, however, the case is quite different, for a new element of legibility comes into play. This element is called *context.* The sentence is a group or series of words which, standing together, *make sense.* So, in determining which one of several possible meanings a given outline has in a given sentence, we must choose that particular word which, taken together with the other known words of the sentence, will complete and perfect their meaning. In the sentence, "Pity the sorrows of a old man," we have no hesitation in reading the outline as *poor.* It would be absurd to read *par* or *power.*

35. **Limits of Position-writing.**—It has just been shown that as many as seven words may have the same consonant outline—in some cases the number is even greater—but position-writing and context are generally sufficient to make all these words legible in sentence-writing without vowels. A little inquiry will show that it is only the shorter of the consonant outlines—those containing but few consonants—which stand for any considerable number of words. A longer outline will stand for fewer words, and a very long outline, one, that is, which contains many consonants, is almost certain to stand for but a single word. Such a word

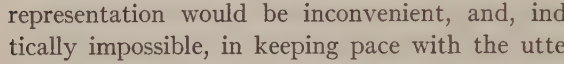
will be legible by its consonant outline alone, and in reading it the trained phonographer does not need even the help afforded by position-writing. As a rule, therefore, outlines containing *three or more* strokes are not written in position, but are placed on the base-line—the most convenient place—irrespective of the place of the accented vowel. Outlines containing only one or two strokes are regularly written in position; and *all* outlines of *words of but one syllable* are written in position irrespective of the number of strokes.

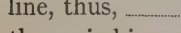
36. Initial Vowels Generally Inserted.—(*a*) Position-writing and context, as has been shown, enable us to dispense with by far the greater number of vowels in a sentence. But there are certain cases in which the vowels should be retained. (*b*) Proper names ought generally to be vocalized; that is, to have their vowel-signs written. So also ought (*c*) strange, odd, and unusual words. (*d*) When a word *begins with a vowel* we ought to know the fact at once, in order that we may begin right in reading it, and so avoid hesitation and stumbling. The general rule, therefore, is that when a word begins with a vowel the vowel-sign must be written. The frequently-recurring words *also*, *enough*, and *among*, however, may be written without their initial vowels. (*e*) Final vowels are not so important as initial vowels; nevertheless in most cases their presence should be shown. It is not necessary, however, to write the final vowel when it is the only vowel in the word, nor is it necessary to vocalize the adverbial ending *-ly*. (*f*) Finally, it is advisable to retain as a part of the outline all joined diphthongs, as in paragraph 31.

37. Logograms.—The matter of recurrency—the great inequality in the frequency of words—is another peculiarity of sentence-writing. Certain common words are constantly

being used over and over again. Every page, almost every line, of every book contains the word *the* one or more times. It is a fact that although there are hundreds of thousands of words in the English language, fewer than two hundred of them, through being frequently repeated, make up at least one-half the bulk of English written or spoken discourse. To write these frequently-recurring words with their full phonographic representation would be inconvenient, and, indeed, practically impossible, in keeping pace with the utterance of a rapid speaker. Many such words are therefore abbreviated in Phonography and are written, for the most part, with but a single motion of the pen, and in any case with but a single sign—vowel or consonant. These signs are called *logograms*, and the words represented by them are called *grammalogues*. A logogram always consists of some part of the complete phonographic representation of its grammalogue, and in most cases that part is chosen which is most likely to suggest the full word.

38. **Vowel and Diphthong Logograms.**

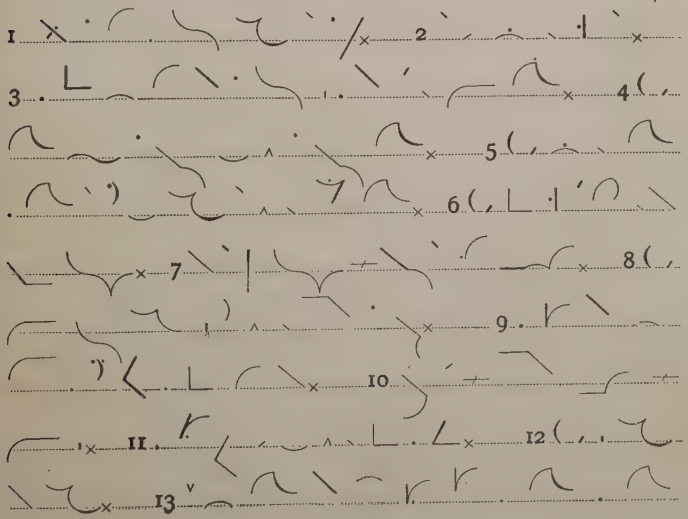


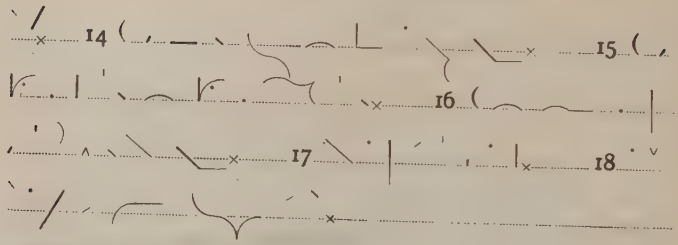
39. **Directions for Writing.**—These logograms should be written the same in size as vowel- and diphthong-signs used in vocalizing consonant outlines. They are distinguished by direction and position. The dash signs are all written down, except *on* and *should*, which are written up. All first-position signs are so written that they shall *end* on the upper line, thus,  . Punctuate as in longhand, except that the period is made with a small cross, and the dash is written

thus —. Before proceeding to write the following exercises the learner should thoroughly familiarize himself with the logograms. This may be done in the following manner: Write the word *the* in longhand at the beginning of a line in the notebook; then write the logogram repeatedly on the same line, pronouncing the word *the* aloud each time the sign is written. The entire line should be filled up in this manner, the writing being slow, careful, and accurate and the pronounciation of the word distinct and emphatic. In the same way fill up a line for *a* and one for each of the remaining logograms. When the entire list is thus completed the student will be in readiness to take up Exercise XXI. The same method should be employed in memorizing all succeeding lists of logograms, contractions, and special forms.

Exercise XXI.

To be read and copied:





Exercise XXII.

To be written in Phonography:

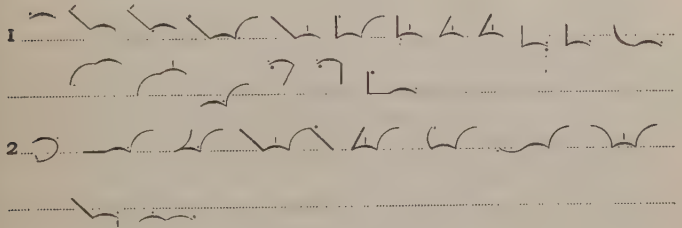
1. Lock the door on the thief and fear nothing. 2. They know joy enough who know the joy of a loving life. 3. To make a fair name, I ought to deal fairly by all. 4. They who live a life of ease should go and see life among the lowly. 5. They take but a low aim who live a life of ease. 6. They who go on the path to fame should know no fear of toil. 7. They who love the law also keep the law. 8. Attack the enemy or the enemy may make an attack. 9. They who keep all they touch may go to jail. 10. They who know nothing of the path may go too far. 11. Two may share a joy and so add joy to joy. 12. They who know the path know how far to go. 13. They may go to the bottom of the ditch who leap before they look. 14. They already know a deal who know they know nothing. 15. They who owe the debt ought to pay the debt. 16. Keep an eye on a thief; show a back to a knave.

Lesson IX.—Mp, Mb.—The Upward-r.

40. **Mp, Mb.**—The sign ⌒, not being required for the representation of any simple consonant, is usefully employed to represent the combination *mp* (see group 1 in the exercise below), and also, but more rarely, *mb*. See group 2.

Exercise XXIII.

To be read and copied:



Exercise XXIV.

To be written in Phonography:

1. Pump, pimple, tamp, temple, dump, dumpish, champ, camp, gimp, thump, lamp, lumpy, lumpish, romp, rump, amply, impel, shampoo.

2. Embellish, rumble, limbo, tumble, fumble, ramble, mumble, akimbo, amble.

41. **The Upward-r.**—(*a*) In addition to the sign ⌒ already provided for the representation of *r*, the sign ⟋ is also used. This sign at first sight seems to be the same as the stroke ⟋ *ch*. There is, however, this radical difference between them, that whereas *ch* is always written from top to bottom (see paragraph 2) the sign ⟋ *r* is invariably written from bottom to top. It is therefore often spoken of as "the

upward *r*," but, for convenience in naming, it may be called *ray*, to distinguish it from ⌒, called *ar*. (*b*) Like ⌐ *lay*, *ray* is vocalized from the bottom. Compare par. 19*e*.

42. Directions for Writing.—(*a*) *Ray* differs from *ch* also in slant. *Ch* (see paragraph 2*c*) is written at a slant of thirty degrees to the right of ⌐. The slant of *ray*, however, is sixty degrees to the right of ⌐; and it is important when it stands alone to write it carefully at this slant in order that it may not be mistaken for *ch*. (*b*) When, however, *ray* follows the stroke *f* or *v*, or when it either follows or precedes *k* or *g*, it should be written at a slant closely approaching that of *ch*, thus ⌒ ⌒ ⌐ ⌐ ⌐ ⌐ It will be impossible in these outlines to read *ray* as *ch*, because the outline shows that the stroke is written *upward*. By reducing the slant as here directed very obtuse angles are avoided. Such angles are slow and inconvenient of formation.

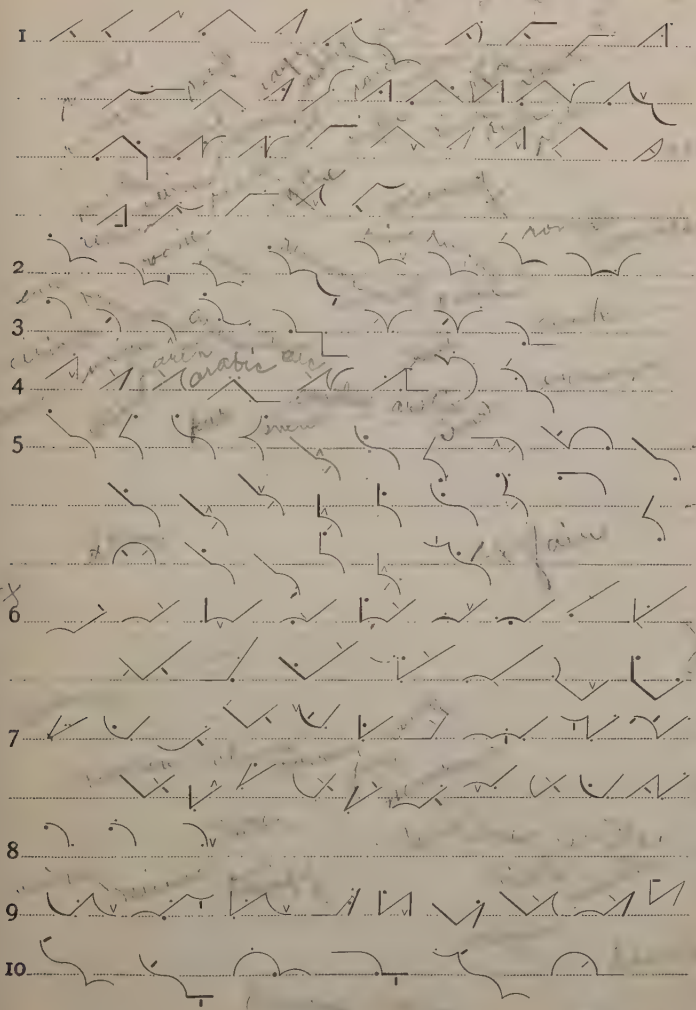
43. Initial R.—(*a*) When *r* begins a word, use *ray* (see group 1 below); except (*b*) when it is followed by *m*, *mp*, or *mb*, in which case use *ar* (see group 2). (*c*) When a vowel begins a word and is followed by *r*, use *ar* (see group 3); except (*d*) when *r* is followed by a descending stroke, other than *ar* or *ish*, when *ray* should be used (see group 4).

44. Final R.—(*a*) When *r* ends a word, use *ar* (see group 5); except (*b*) after *m*, *mp*, *ray*, or two descending strokes, when *ray* should be used (see group 6). (*c*) When a vowel ends a word preceded by *r*, use *ray*. See group 7.

45. Medial R.—(*a*) When *r* is the only consonant in a word and is both preceded and followed by a vowel, use *ar*. See group 8. (*b*) When *r* is medial in an outline (that is to say, when it is both preceded and followed by other consonants), *ray* is generally used (see group 9), but (*c*) *ar* may be used if more convenient (see group 10).

Exercise XXV.

To be read and copied:



Exercise XXVI.

To be written in Phonography:

1. Ray, rue, row, rate, rake, wreath, rock, ruby, roach, rang, racy, ravage, rickety, retouch, wrath, rash, rainy, range, rack, reach, recoil, relay, repeal, revoke, ranch, retire, reviving, rip, rib, ring, rid, write, rocky, rope, robe, Ruth, rush, ruddy, rudely, wretch, wrench, rung.

2. Roam, rim, roomy, roaming, remedy, rummage, ramp, rumple.

3. Air, ire, arm, early, airily, army, arcade.

4. Arch, Irving, arrayed, Arab, earthy.

5. Deer, car, sower, pour, fire, attire, core, layer, adore, afar, arrear, beer, bore, bowler, bur, chair, door, dyer, assayer, far, gore, liar, paler, pillar, repair, tar, tailor, tore, error.

6. Mere, mire, mar, mare, moor, demur, timer, empower, roar, rare, admirer, inferior, juror, repairer, terrier, abjure.

7. Dory, gory, zero, opera, ferry, merry, theory, Laura, memory, victory, berry, Cary, chary, diary, emery, fiery, Jerry, Mary, marry, Perry, Pharaoh, tarry, tory.

8. Array, arrow, airy, Ira.

9. Forge, mirth, rarefy, parade, barb, birch, dirty, embark, march, mark, park, porch, pork, purge, terrific, tirade, torrid.

10. Farm, Jerome, Carlyle, cork, lark.

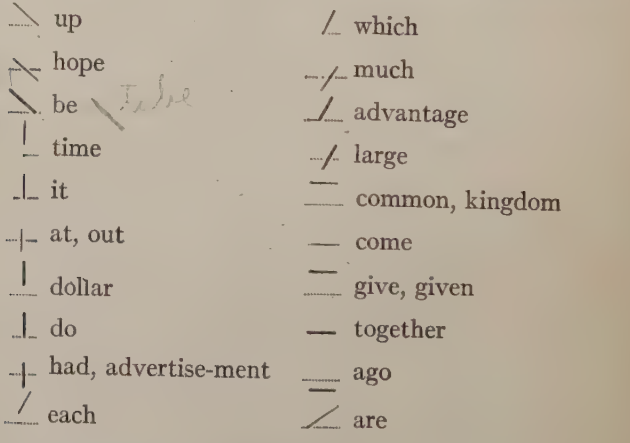
Lesson X.—Vocalization of R-outlines.—Straight Consonant Logograms.—Sentence-writing.

46. Initial and Final Vowels.—The rules for writing the upward and downward forms of *r*, given in the last preceding lesson, have an important bearing on the matter of inserting initial and final vowels in sentence-writing (see par. 36), since they enable us to dispense with the writing of many such vowels.

47. Initial and Final Vowels Indicated.—(*a*) When an outline begins with , we know by the form itself that the word begins with a vowel; and (*b*) when an outline ends with , we likewise know that the word ends with a vowel. It is therefore unnecessary in these cases to write the vowel—the outline tells us it is there. The only exception to this is (*c*) in the case of initial followed by *etc.* (see par. 43 *b*), and (*d*) final preceded by *etc.* (see par 44 *b*). In both these cases the outline fails to give any definite information about the vowel, and, therefore, the initial or final vowel should actually be written. (*e*) When an outline begins with we know that the word begins with the consonant *r*; and (*f*) when an outline ends with we know that the word ends with *r*. The only exceptions here are (*g*) in the case of words like *earth* (see par. 43 *d*) in which the initial vowel must be written, and (*h*) in words like *arrow* (see par. 45 *a*) in which the final vowel must be written.

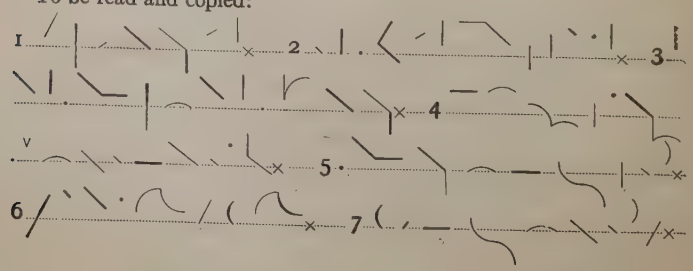
48. Straight-stroke Logograms.—The following logograms are derived from the straight consonant strokes.

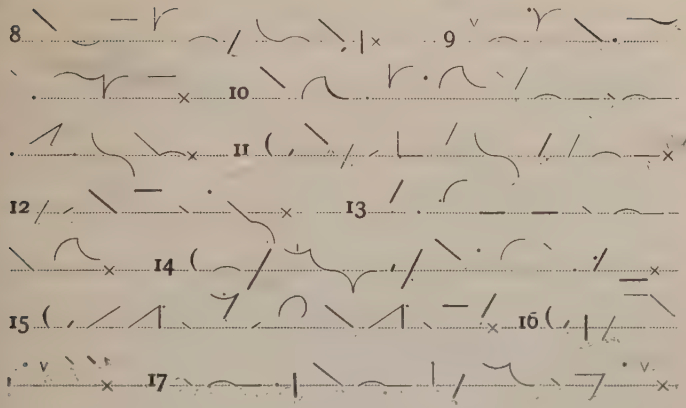
It will be noticed that a few of these logograms are not given position in strict accordance with the place of the accented vowel of the words they represent. Thus, *hope* is in the third position and *do* is in the second position. These irregularities, which can not be allowed in the case of regular word-forms, are permitted in logograms for greater convenience in assigning the best working signs to the most frequently-recurring words of the language. When a logogram stands for two or more words, they are of such a nature as not to clash.



Exercise XXVII.

To be read and copied:





Exercise XXVIII.

To be written in Phonography. Write numerals with Arabic figures, except so far as logograms are given for writing them.

1. Food, fire, and a merry game are enough to cheer the life of a dull chap. 2. They who ramble too far out of the path may take much time to come back. 3. Take no unfair advantage to make a dollar. 4. They who make the law of our day should know the law of an age ago. 5. Keep to the path; to come back to it may take up too much time. 6. They who hope to enjoy much should be ready to do much to give joy. 7. They who hope to lie by at sixty should lay by before thirty. 8. Give to a mere game no time which should by right be given to toil. 9. They who give faith to mere common talk are like to go wrong. 10. The army and navy of a kingdom may be large enough to ruin it. 11. Take a joke gamely and keep a check on the tongue. 12. Take each advantage which may fairly be had, but do nothing unfair. 13. They who know how to advertise may make much out of it. 14. No advertisement should take up all the room on the page; leave a gap or two.

Lesson XI.—Downward-l and Upward-sh.

49. Variable Direction of L and Sh.—(*a*) Owing to their peculiar slant, the strokes and may be written either upward or downward. When they stand alone, is invariably written up and is named *lay*, and is always written down and is named *ish*. When joined to another stroke, may be written down, when it is named *el*, and may be written up, when it is named *shay*. (*b*) *Shay* is, of course, vocalized from the bottom. Compare par. 19*f* and 41*b*.

50. Initial L.—(*a*) When *l* begins a word, use *lay*. See group 1 below. (*b*) When *l* is the first consonant in a word and is preceded by a vowel, use *el* whenever it is followed by a horizontal stroke (see group 2); (*c*) but in all other cases use *lay* (see group 3).

51. Final L.—(*a*) When *l* ends a word, use *el* if it is preceded by or , or by two consecutive vowels one of which is accented. See group 4. (*b*) In all other cases use *lay*. See group 5. (*c*) When *l* is the last consonant in a word and is followed by a vowel, use *lay* (see group 6); (*d*) except after and when *el* should be used (see group 7).

52. Medial L.—(*a*) When *l* is medial in an outline, that is, when it is both preceded and followed by a consonant, *lay* is generally used (see group 8); (*b*) but in some cases (especially before) *el* is used for greater convenience (see group 9).

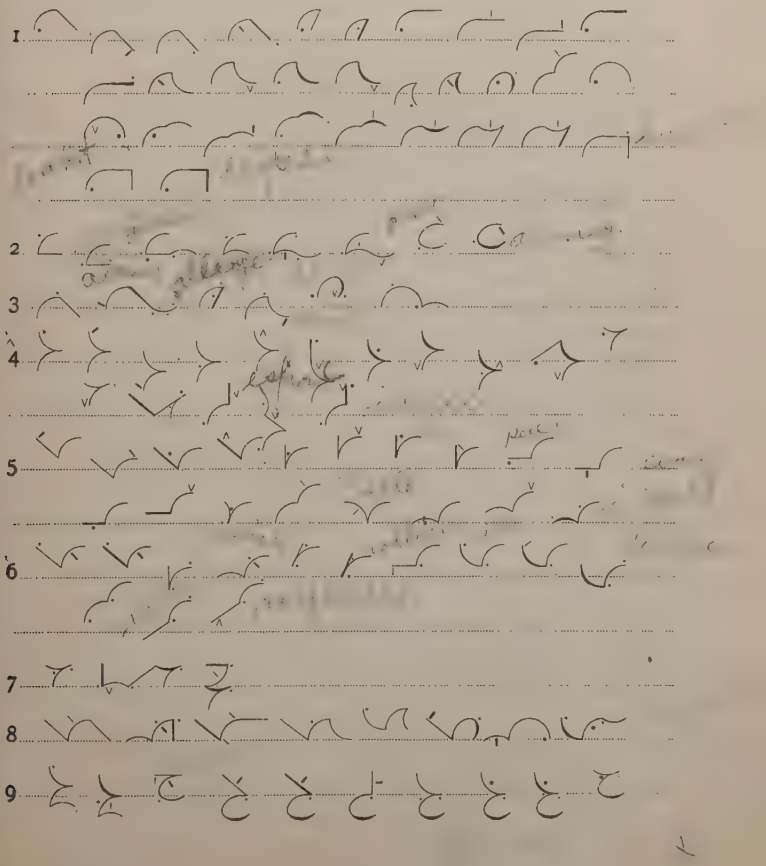
53. Initial Sh.—(*a*) When *sh* is the first consonant in a word and is followed by *n*, *ng*, *lay*, or any descending stroke,

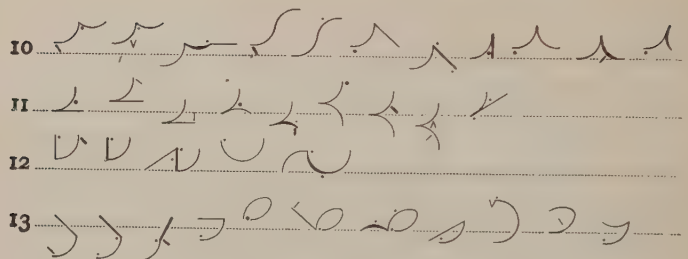
except *ar*, use *shay* (see group 10); (*b*) but in other cases use *ish* (see group 11).

54. Final Sh.—(*a*) When *sh* is the last consonant in a word and is preceded by | | ⌊ ⌊ or *el*, use *shay* (see group 12); (*b*) but in other cases use *ish* (see group 13).

Exercise XXIX.

To be read and copied:





Exercise XXX.

To be written in Phonography.

1. Lope, lip, lop, lady, latch, lodge, lake, lucky, like, leg, log, leaf, laugh, leave, love, loath, lathe, lithe, lassie, Lizzie, lash, Lill, loyal, lower, loam, lime, lamp, lion, logic, launch, lounge, luggage, locked, locate.

2. Alike, alkali, Allegheny, alum, Elmira, Illinois, Oolong.

3. Elbow, Altoona, elegy, alive, alarming.

4. Fail, fill, befell, befall, veal, avail, unveil, nail, Nell, royal, burial, ethereal, Powell, towel, jewel, Joel.

5. Pale, pill, ball, bill, tall, tool, dale, doll, chill, gill, cool, cull, gall, ghoul, zeal, loll, loyal, meal, mill, impel, nimble.

6. Polly, billow, tallow, dolly, readily, callow, galley, fallow, fellow, volley, loyally, relay, thoroughly, mealy, mellow, nimbly.

7. Nealy, Manila, rushingly, vanilla.

8. Bulb, ability, bilge, Malaga, delve, policy, militia, pillar.

9. Vellum, column, paling, dulling, bailing, tolling, coaling, knelling.

10. Shanty, Chenango, shinny, shape, shop, showed, shadow, shied, shave, sheath, shale, shoal, shallow.

11. Shack, shuck, shaggy, sham, share, shire, shamble, shamrock.

12. Tush, dash, radish, elfish, ravish.

13. Bush, rubbish, cash, gush, lash, abolish, rush, mash, ambush, gnash.

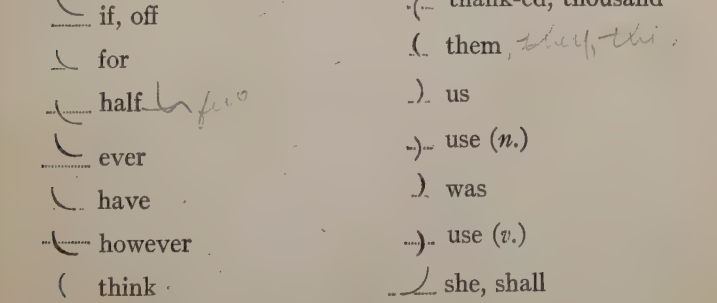
Lesson XII.—Vocalization of L-outlines. —Curved-stroke Logograms.— Sentence-writing.

55. Initial and Final Vowels.—The rules for writing the upward and downward forms of *l* enable us in sentence-writing to dispense with writing the initial and final vowels of many words affected by these rules.

56. Initial and Final Vowels Indicated.—When an outline begins with *el* we infer the presence of an initial vowel; when an outline ends with *lay*, we infer the presence of a final vowel; and in either case it is, accordingly, unnecessary actually to write the vowel. The exceptions to this rule are found in the cases of words like *alp* (see par. 50*c*), *gully* (see par. 51*b*), and *Nelly* (see par. 51*d*), in which the manner of writing the stroke does not indicate whether or not there is an initial or final vowel. In these cases the vowel should be written in.

57. No Vowel-indication with Sh.—The rules for upward- and downward-*sh* are not dependent on the relation of the stroke to the vowels in any word, but are merely intended to assist the writer in the formation of facile outlines.

58. Curved-stroke Logograms.—The following logograms are derived from the curved consonant strokes:

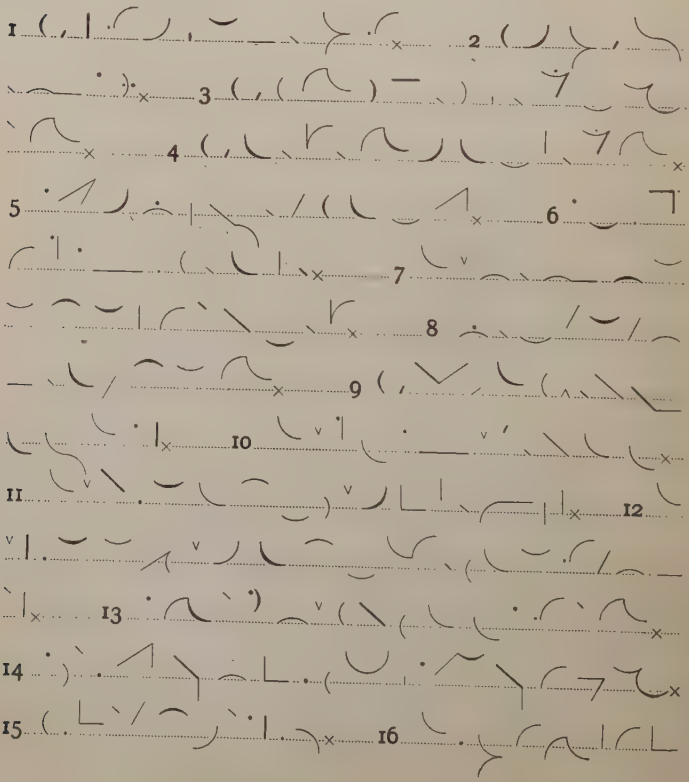


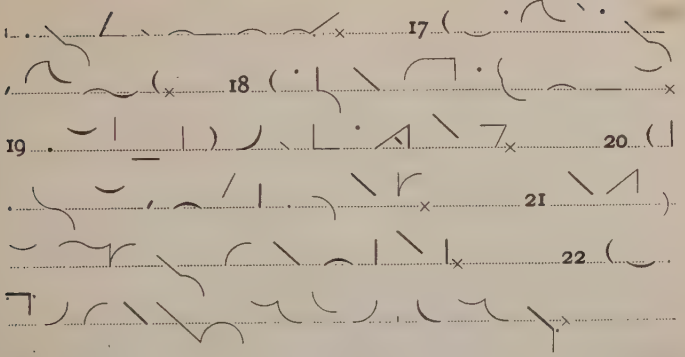
issue
usual-ly
will
him, am
in, any
own

thing, long
young
owing
important, importance
improve-d, improvement

Exercise XXXI.

To be read and copied:





Exercise XXXII.

To be written in Phonography:

1. Death will come before long to all– to rich and poor alike. 2. I am rich if I think I have enough. 3. To be of use should be the aim in life of each of us. 4. Nothing so usual but may by time go out of use. 5. They who borrow nothing shall have nothing to pay back. 6. To them who have much, much shall be given. 7. The debt which was owing to the lamb was paid to the lion. 8. I ought to use much of each day for my own mental improvement. 9. Live right day by day, for death may come at any time. 10. They do an ill thing who add to a tale already too long. 11. The young and giddy think nothing important but to eat and be merry. 12. Each day and hour should be improved by the young. 13. The fool will feel no love for them who aim to teach him to improve. 14. They who know a thing which may be of importance for all to know, ought to keep nothing back. 15. They who make a debt may have to toil long before they pay it off. 16. If I am in the wrong, I ought to thank all who show me how to improve. 17. They who borrow but half may have to pay back all. 18. They should be thanked who show us our error. 19. If I am in the right and know it, I ought to keep to it though a thousand say I am wrong. 20. No lie should ever issue out of the mouth of any of us. 21. They who keep right on to the goal will in time reach it, however far off. 22. She who will give nothing may live to beg and have nothing but No.

Lesson XIII.—W and Y—The Coalescents.

59. The Strokes W and Y.—*W* and *y* are represented in Phonography by two strokes and , named *way* and *yay*. To these two strokes vowels may be written just as to other strokes. See group 1.

60. Brief W and Y.—(*a*) In addition to the stroke forms, *w* and *y* are each provided with two brief signs: and for *w*, and and for *y*. (*b*) These brief signs are joined to the following stroke, that form being chosen, in any case, which joins at the more acute angle. (*c*) When *w* or *y* begins a word and is followed by another consonant use the brief form of *w* or *y*. See group 2.

61. Use of the Strokes.—As already shown the stroke forms are used (*a*) when *w* and *y* are the only consonants in the word. The strokes should also be used (*b*) when a word begins with a vowel followed by *w* or *y* (see group 3) and (*c*) when a word begins with *w* or *y* followed by two vowels one of which is accented. See group 4.

62. The Coalescent Vowel-signs.—(*a*) The brief *w* and *y* signs are also used as a series of detacht vowel-signs, representing the combination or coalescence of *w* and *y* with the vowels. (*b*) The long vowels may be arranged as a natural series or scale. Thus:

ē *ā* *ah* *aw* *ō* *ōō*

(*c*) The coalescence of *w* with these six vowels is written thus:

wē *wā* *wah* *waw* *wō* *wōō*

(*d*) And the coalescence of *y* with the same six vowels is written:

yē *yā* *yah* *yaw* *yō* *yōō*

(*e*) These coalescent signs, it must be observed, are shaded to correspond to the heavy long vowels. (*f*) The same signs written light correspond to the six short vowels:

wĭ *wĕ* *wă* *wŏ* *wŭ* *wu*

yĭ *yĕ* *yă* *yŏ* *yŭ* *yu*

(*g*) *W* also coalesces with the diphthong and the combination is represented by the sign . (*h*) These compound signs are here placed to the stroke for the sake of illustration, but, like the vowels and the true diphthongs, they may be written to *any* stroke. (*i*) Like the diphthongs (compare par. 30*b*) the coalescent vowel-signs do not accommodate themselves to the direction of the adjacent stroke. The *w*-signs always open to the right and left, and the *y*-signs always open up and down, no matter to what stroke they may be placed.

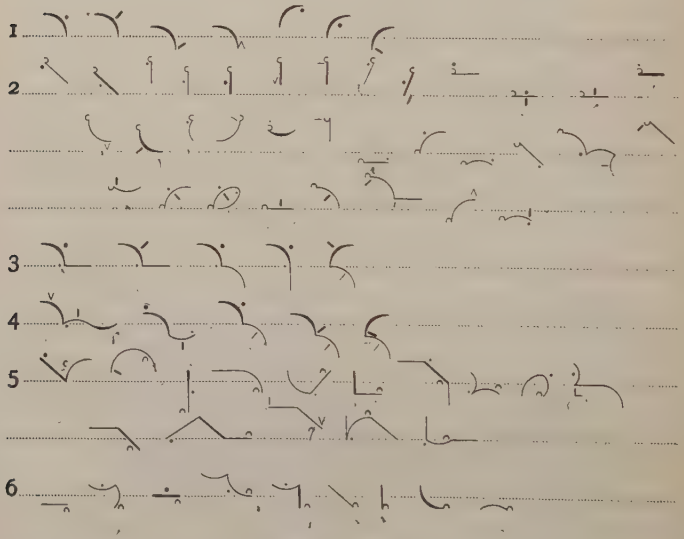
63. Use of the Coalescent Vowel-signs.—The coalescent vowel-signs are written in the middle of outlines, that is to say when *w* or *y* occurs between two consonants (see group 5), and also at the end of words—in which position they may, like the diphthongs (compare paragraph 31), be joined whenever they form a distinct angle with the preceding stroke. See group 6.

64. New, Now, White.—The word *new* (*knew*) is irregularly vocalized by writing the coalescent-sign backwards and slightly displaced, for convenience in joining, thus . In like manner *now* is written with the diphthong-sign reduced to its second half. *White* is written

with the coalescent-sign joined initially and the *h* omitted. All these outlines are written on the line (in the second position), and are, in effect, logograms.

Exercise XXXIII.

To be read and copied:



Exercise XXXIV.

To be written in Phonography:

1. Way, woe, woo, wow, ye, yea, ewe.

2. Wipe, wait, witty, weed, wed, widow, width, watch, wedge, wick, wake, walk, wag, waif, weave, wave, wish, wink, Utah, yawl, Yaqui, yarrow, Yazoo, yell, yellower, yon, youth, Yule.

3. Awake, awoke, aware, await, oyer.

4. Wyoming, Wianno, weigher, wooer, ewer.

5. Sawyer, Luke, tube, feud, pule, immunity, cupola, beauty, lure. fume, dupe, puny, Cuba.

6. Matthew, avenue, imbue, review, undue, few, sue, thew.

Lesson XIV.—H.—The Aspirate.

65. The Stroke.—(*a*) *H* is written in Phonography with the stroke . This stroke is always written up, at the same slant as *ray*, the small hook being made first. (*b*) Like the upward strokes *ray*, *lay* and *shay*, the stroke-*h* is vocalized from the bottom because it is written from the bottom; thus, *hay* , *ha* , *haw* , *hoe* , *high* , *hue* .

66. The Tick.—When *h* begins a word and is followed by *k*, *g*, *s*, *z*, *lay*, *ar*, *m*, *mp*, or *w*, it is represented by a light, short tick, struck down in the direction of *ch*. See group 1.

67. The Stroke.—(*a*) When *h* begins a word and is followed by any stroke other than one of those mentioned in the last paragraph, the stroke should be used. See group 2. (*b*) When initial *h* is followed by *r*, which *r* is itself followed by a vowel or by a descending stroke, the stroke form of *h* should be used together with the *ray* form of *r*. See group 3.

68. The Dot.—(*a*) When *h* is medial, that is to say, when it has one or more consonants preceding and following it, it is regularly represented by a dot placed beside the sign of the following vowel. See group 4. (*b*) When the dot is placed to a dash vowel, it is written at its side rather than at its end. (*c*) When it is placed to a dot vowel it should be so placed that a line connecting the two dots may be at right angles to the stroke to which they are placed.

69. The Tick.—Although the dot is the normal form of medial *h*, the tick is used, because more convenient, whenever it forms an acute angle with both the preceding and following strokes. See group 5.

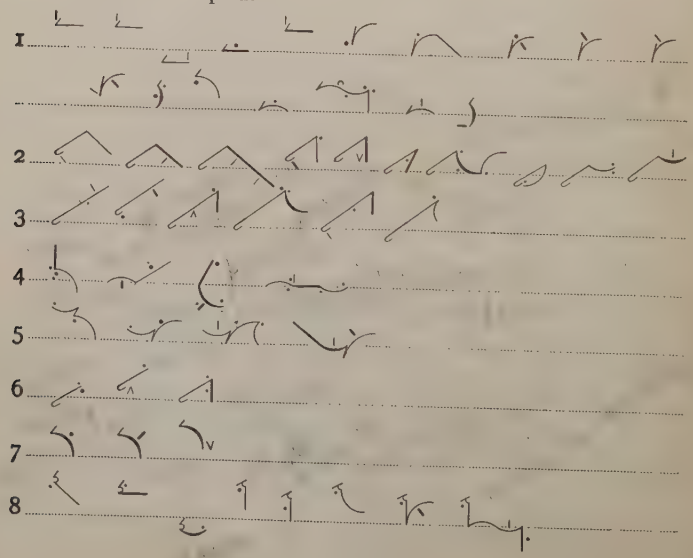
70. The Stroke.—When a word begins with a vowel

immediately followed by *h*, the stroke form must be used. See group 6.

71. Phonetic Spelling.—Wh.—The student may at first find some difficulty with words like *why*, *whey*, and other words which begin with *wh* in the ordinary spelling. This difficulty will disappear as soon as he recognizes the fact that the true natural order of these two sounds is *hw*, that *why* is really *hwī*, and *whack* is really *hwăk*. Words beginning with the sounds *hw* followed only by a vowel are written with the tick-*h* attached to the stroke-*w* (see group 7); but when a consonant follows, the tick-*h* attached to the brief-*w* should be used. See group 8. Before brief-*w* the tick-*h* may, if more convenient, be written upward.

Exercise XXXV.

To be read and copied:



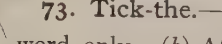
Exercise XXXVI.

To be written in Phonography:

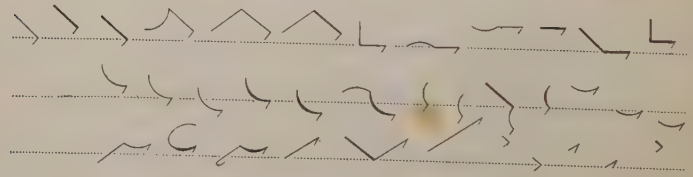
1. Hack, hectic, hag, hug, hale, hall, hill, hallow, howl, home, humming, whom, ham, hemlock, hare, hurl, Hiram, hussy, hemp.
2. Heap, happy, hop, hobby, Haiti, heed, hoed, hitch, huge, havoc, hush, honey, hinge, hang.
3. Harry, harrow, hearty, hardy, horrify, herb.
4. Hardihood, Bohemia, Mohawk, alcohol.
5. Inhume, cohere, unhealthily.
6. Oho, Ohio, aheap.
7. Whey, whoa, why.
8. Whack, whiggish, whit.

Lesson XV.—Phrase-writing.—The Ticks "The," "A," "An," "And."

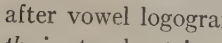
72. The Ticks.—The words *the, a, an, and* are of very frequent recurrence, and are often written in Phonography by means of a short tick joined to the outline of the next preceding or following word or grammalogue. The ticks are unshaded and are about as long as a vowel dash—that is, one-fourth the length of the stroke |.

73. Tick-the.—(*a*) The tick-*the* is joined to the *preceding* word only. (*b*) After the strokes  and after vowel logograms of corresponding directions, the tick-*the* is struck *down* in the direction of *ch*.

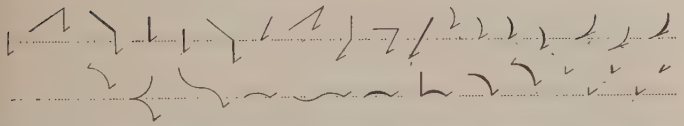
Exercise XXXVII.



Pay-the, by-the, be-the, ship-the, reap-the, rob-the, take-the, make-the, knock-the, give-the, beg-the, dig-the, if-the, for-the, half-the, have-the, however-the, move-the, think-the, thank-the, both-the, though-the, in-the, know-the, own-the, ruin-the, along-the, hang-the, are-the, bury-the, rear-the, of-the, to-the, on-the, should-the, all-the.

(*c*) After the strokes  , and after vowel logograms of corresponding directions, the tick-*the* is struck *up* in the direction of *ray*.

Exercise XXXVIII.

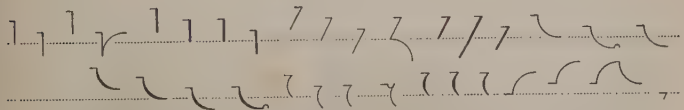


At-the, write-the, beat-the, do-the, had-the, paid-the, which-the, reach-the, touch-the, catch-the, judge-the, see-the, say-the, was-the, use-the, shall-the, issue-the, usually-the, hear-the, share-the, fear-the, may-the, name-the, improve-the, dump-the, weigh-the, why-the, or-the, but-the, already-the, before-the, ought-the.

(*d*) It will be seen that the tick-*the* is always struck in the direction which enables it to form the more acute angle with the stroke to which it is joined.

74. The Tick-a-an-and.—(*a*) The tick-*a-an-and* is joined to the *following* word, and is written in the direction of —
(*b*) This tick has no position of its own and always accommodates itself to the position of the stroke to which it is attached.

Exercise XXXIX.



And-it, and-at, a-time, a-tool, a-dollar, a-day, and-do, and-had, and-each, and-which, and-much, a-chair, an-advantage, a-judge, a-large, and-for, a-few, a-half, and-ever, and-have, and-however, a-view, and-think, and-thank, a-thousand, a-youth, and-they, and-them, and-though, and-will, a-law, a-life, and-the.

75. When the Ticks Cannot be Used.—In no case can any tick be joined so as to form an obtuse angle with the stroke to which it is attached. To avoid such joinings the dot forms of *the*, *a*, *an*, *and*, must be used.

76. Of-the.—When in sentence-writing the words *of the*

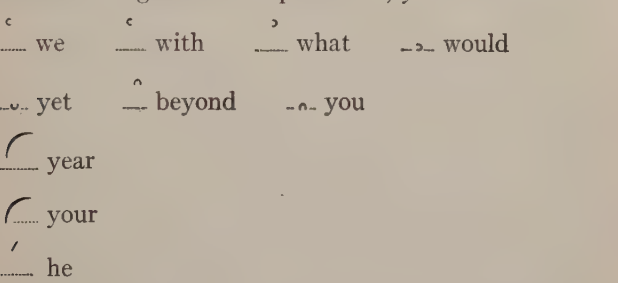
occur between two nouns, they may be omitted altogether, and their presence indicated by writing the outlines of the nouns close together.

Exercise XL.

Time-of-the-day, duty-of-the-hour, day-of-the-week, edge-of-the-knife, valley-of-the-Nile, march-of-the-enemy, cargo-of-the-ship, power-of-the-judge, lily-of-the-valley, cock-of-the-walk, fall-of-the-leaf.

Lesson XVI.—W, Y, and H Logograms. —Sentence-writing.

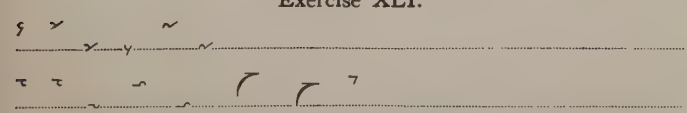
77. The Logograms.—The following logograms are derived from the signs which represent *w*, *y* and *h:*



78. Directions for Writing.—*We*, *with*, *what*, *beyond* and *he* rest on the upper line; all others on the lower line. *He* is in the direction of *ch*, and, like it, is written down.

79. Logograms and Joined Ticks.—The ticks *the*, *a*, *an*, *and* join with these logograms as follows:

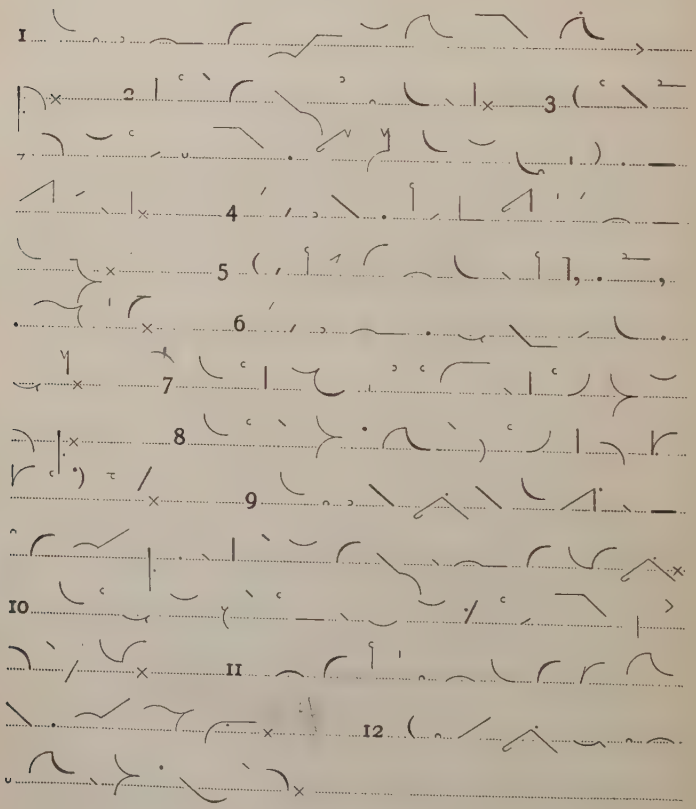
Exercise XLI.



1. With-the, what-the, would-the, yet-the, beyond-the, you-the.
2. And-we, and-with, and-yet, and-beyond, and-you, a-year, and-your, and-he.

Exercise XLII.

To be read and copied:



Exercise XLIII.

To be written in Phonography. Join the words connected by hyphens:

1. Keep a-diary and write in it what you do each day; do nothing but what you would wish to write in your diary. 2. If you touch pitch

it will defile you; if you keep with a rogue you will have an ill name. 3. Though we be ever so rich, we have yet a-debt to pay which will take all we have. 4. We make much use of-the wood (of-the) oak, ash, elm, beech, hickory, and-the like. 5. Live your life day by day, and-fill each day with use and beauty. 6. Have no fear for-the morrow; you will be happy enough now and here if you but give heed to-the duty (of-the) day and hour. 7. Why should we bear so much of ill here on earth but to make ready for a-life to come? 8. Do each duty in your own home in-the way in which you would do it if-the eyes of-the whole earth looked on you. 9. They are weak and rash who fail to look beyond-the day. 10. He who would be rich in a hurry may but hurry to jail. 11. Look ahead all you will, how may you know what a-year will give to you or take away? 12. We should do each duty with ease if we but knew the right way to do it.

Lesson XVII.—Phrase-writing.

80. Phrase-writing.—One of the most effective time-saving features of Phonography is the expression of several words by a single outline, called *phrase-writing*. The most useful, indeed the only phrases that are highly useful, are formed out of the commonest words of the language. Phrase-forms are, therefore, largely made up by the joining of logograms with each other or with the outlines of other common words.

81. Requisites of Phrase-forms.—In order that words may be joined in phrases the following conditions must be observed:

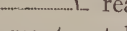
a. The outlines must join conveniently. It must be an easier matter to write them joined than it would be to write them separately.

b. The words out of which phrases are formed must go naturally together—there must be a logical and grammatical connection between them.

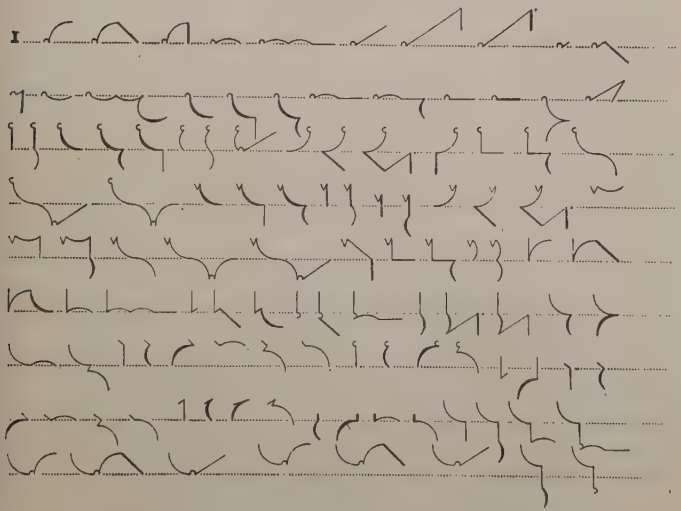
c. Phrases must not be made too long—they should not contain so many words as to be cumbersome, nor should they run far above or below the line of writing. The most useful phrases contain two and three words. A few useful ones contain four and five words, but they are rare.

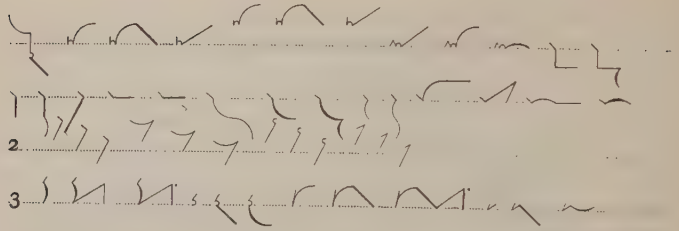
82. Position of Phrases.—(*a*) The general rule for the placing of phrases with respect to the line of writing is to give the outline of the first word of the phrase the same position it would occupy if standing alone. See group 1 below. (*b*) Sometimes, though comparatively seldom, the outline of the first word accommodates itself to the position of that of the second, in cases in which it is necessary that

the latter should have its own position in order that it may be legible. See group 2 below. (*c*) When *he* begins a phrase, the tick is uniformly accommodated to the position of the following word. See group 3 below.

83. Conflicting Words.—The logogram *any* may be used in phrase-writing only at the beginning of a phrase. If joined as the second word it would clash with *no*. Thus, the phrase  reads *in-no-way* and not *in-any-way* Similarly *me* must not be written as the second word of a phrase, or it would clash with *him*. reads *for-him* and not *for-me*. And, in general, when the same outline stands for two or more conflicting words, only the *second-position* outline may be joined as the second word in phrase-writing. The first- and third-position outlines must be disjoined.

Exercise XLIV.





1. You-will, you-will-be, you-will-do, you-may, you-may-make, you-are, you-are-right, you-are-ready, you-should, you-should-be, you-should-do, you-know, you-know-nothing, you-have, you-have-it, you-have-them, you-make, you-make-them, you-come, you-go, you-fail, you-reach, we-do, we-do-so, we-have, we-have-them, we-have-it, we-think, we-think-so, we-think-you-are, we-shall, we-shall-be, we-shall-be-ready, we-shall-do, we-take, we-take-them, we-fear, we-fear-you-are, we-fear-you-will, I-have, I-have-it, I-have-them, I-do, I-do-so, I-had, I-had-them, I-shall, I-shall-be, I-shall-be-ready, I-know, I-know-it, I-know-it-was, I-fear, I-fear-you-will, I-fear-you-are, I-paid, I-take, I-take-them, I-say, I-say-so, it-will, it-will-be, it-will-have, it-may, it-may-make, it-should, it-should-be, it-should-have, it-would, it-would-be, it-would-make, it-was, it-was-ready, it-was-right, for-them, for-your, for-him, for-her, of-it, of-them, of-your, of-him, of-her, of-our, with-it, with-them, with-your, with-her, at-the, at-your, to-it, to-them, to-your, to-him, to-her, to-our, on-it, on-them, on-your, on-her, before-them, before-your, before-him, before-our, for-it, for-it-was, for-it-may, for-it-would-make, for-you-will, for-you-will-be, for-you-are, if-you-will, if-you-will-be, if-you-are, if-it-was, if-it-would, if-it-would-be, but-you-will, but-you-will-be, but-you-are, or-you-will, or-you-will-be, or-you-are, how-you-are, how-you-will, how-you-may, to-take, to-take-them, to-do, to-do-so, to-judge, to-come, to-go, to-fear, to-have, to-have-them, to-think, to-think-so, to-look, to-reach, to-make, to-improve.

2. Of-each, of-which, of-much, in-each, in-which, in-much, with-each, with-which, with-much, on-each, on-which, on-much.

3. He-was, he-was-right, he-was-ready, he-would, he-would-be, he-would-have, he-will, he-will-be, he-will-be-ready, he-should, he-should-be, he-should-know.

Lesson XVIII.—Contractions.

84. **Contractions.**—The outlines of certain common words would be too long for practical convenience if written in full. Such outlines are therefore abbreviated by the omission of one or more consonants. The resulting clipt outlines are, for convenience, called "contractions." The following list should be thoroughly memorized. It will be noted that a contraction which serves for a primitive word may often serve also for one or more of its derivatives. Learn these contractions by filling up a line with each, as directed in paragraph 39.

acknowledge

bank

change-d

electric-ity

English

February

influential

irregular

January

knowledge

length

machinery

magazine

manufacture-d

Nebraska

never

November

object

peculiar

public

rather

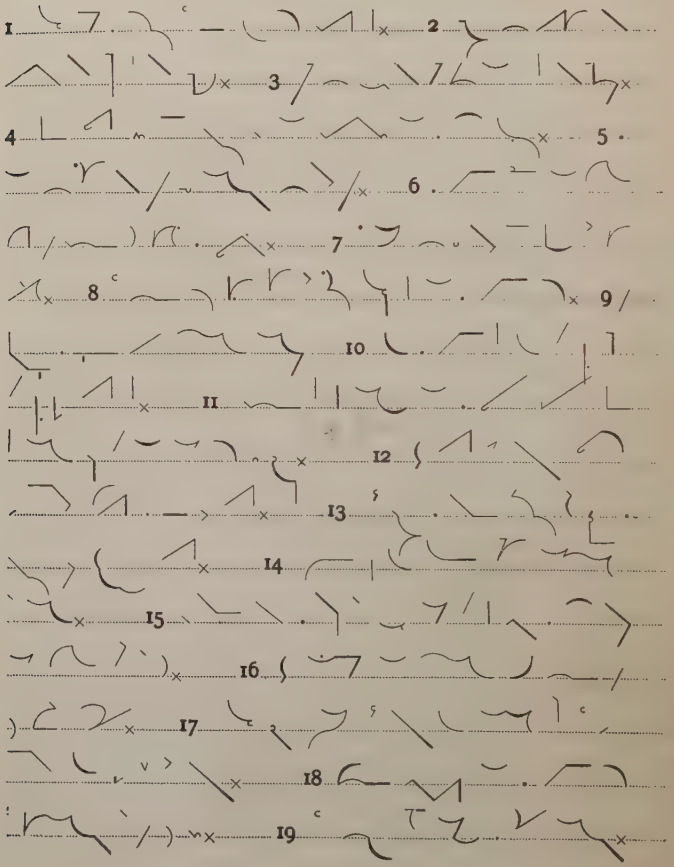
regular

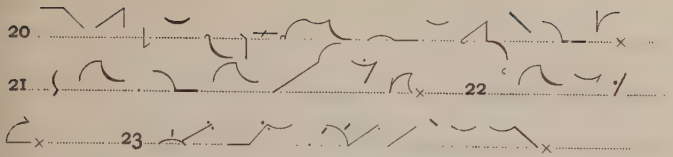
represent-ed

Virginia

Exercise XLV.

To be read and copied:





Exercise XLVI.

To be written in Phonography. Words connected by hyphens are to be joined as phrases:

1. Virginia was-the early home (of-the) English on a new shore. 2. The kingdom of Italy may on a map be represented in-the peculiar form of a boot. 3. Keep faith with all whom-you-may-have to-represent in any public affair. 4. If-we live a regular life we-shall-be in a-fair-way to enjoy a ripe age; if an irregular life, we may live ill and-die early. 5. Keep each thing for-the regular use to-which it-should-be given. 6. Give no heed to-them who-say an ill thing, but-rather aim to-manage your own tongue aright. 7. A thing may long be your own, and-yet you-may-have to give it up for-the-use (of-the) public. 8. Unlike-the irregular month of-February, January and November never vary in-length. 9. If I-have any peculiar mental power, I ought to-make-it an object of-my-life to-take-advantage of-it and to use it. 10. Oil, tobacco, and machinery are all manufactured in a-large way in Ohio. 11. We bake coal to-manufacture coke. 12. If-we-take a magazine by-the year, it should-be-read month by-month. 13. Pursue knowledge all-your life long—in youth and in age. 14. The cashier will watch-the cash in-the bank, but who-will watch-the cashier? 15. I would wish to live a-life which-should-be influential for improvement in-all who-may come to know me. 16. Year by-year we come by new knowledge of how to-make use of-electricity. 17. Day by day, week by week, month by-month, and year by-year we allow our time to-go by us, and-we-feel no-change; but an hour will come to each of us, like an electric shock, in-which we-shall-acknowledge our age, and know our youth will never come back to us. 18. If-we-have-never changed our view of-life, we-have-never paid a-duty we owe to-our youth. 19. A regular way of life will-be of-advantage to-him who-would-be happy. 20. Have-you any idea what-it-will take to buy a-large farm in-Nebraska?

Lesson XIX.—Phrase-writing.—Varied Forms.

85. Varied Forms.—For the sake of greater convenience, a few common words may be written in phrase-writing with forms slightly varied from the outlines usually employed in writing them.

86. He.—(*a*) The tick-*h* used as a logogram for *he*, which when standing alone is invariably written down, may be struck upward in phrase-writing if a better joining is thereby obtained. (*b*) Like the downward form, the upward tick-*he* accommodates itself to the position of the following word. See group 1.

87. I.—The logogram for *I* may be reduced to its first stroke whenever a better joining or briefer outline is thereby obtained. See group 2.

88. How.—The logogram for *how* may, at the beginning of phrases, be reduced to its first stroke whenever a better joining or briefer outline is thereby obtained. See group 3.

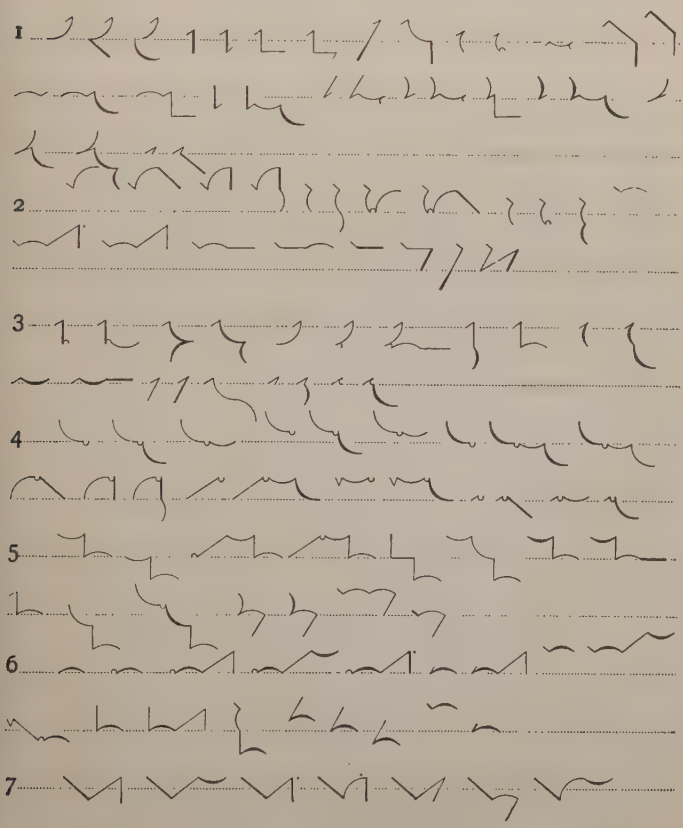
89. You.—The logogram for *you* may, in the middle or at the end of phrases, be written inverted whenever a better joining is thereby obtained. See group 4.

90. Restored Forms.—The word *time*, when joined in phrases, should be restored to its full form , as the logogram is not usually legible when taken out of its position by joining. In like manner, *much* may be restored to its full form whenever a convenient joining is thereby obtained. See group 5.

91. May-be.—The phrase *may-be* is written with the stroke . See group 6.

92. To-be.—The phrase *to-be* is written irregularly with the stroke in the third position. See group 7.

Exercise XLVII.



1. He-shall, he-shall-be, he-shall-have, he-had, he-had-the, he-took, he-took-the, he-changed, he-fed, he-thanked, he-thanked-you, he-knew, he-paid, he-bought, may-he, may-he-have, may-he-take, had-he, had-he-never, which-he, which-he-knew, so-he, so-he-knew, so-he-took, was-he, was-he-never, shall-he, shall-he-have, shall-he-have-them, should-he, should-he-be.

2. I-will, I-will-be, I-will-do, I-will-do-so, I-think, I-think-so, I-think-you-will, I-think-you-will-be, I-thank, I-thank-you, I-thank-them, I-am, I-am-ready, I-am-right, I-make, I-came, I-go, I-acknowledge, I-change, I-charge.

3. How-do-you, how-do-you-know, how-have-your, how-have-they, how-shall, how-shall-you, how-shall-you-make, how-it-was, how-it-may, how-they, how-they-have, how-long, how-long-ago, how-much, how-large, how-far, how-he, how-he-was, how-we, how-we-have.

4. For-you, for-you-have, for-you-know, if-you, if-you-have, if-you-know, have-you, have-you-never, have-you-enough, will-you-be, will-you-do, will-you-do-so, are-you, are-you-never, I-know-you, I-know-you-have, should-you, should-you-be, should-you-know, should-you-have.

5. In-time, no-time, you-are-in-time, are-you-in-time, take-time, enough-time, long-time, long-time-ago, on-time, half-time, if-you-have-time, so-much, was-much, I am-much, too-much.

6. May-be, you-may-be, you-may-be-right, you-may-be-wrong, you-may-be-ready, he-may-be, he-may-be-right, I-may-be, I-may-be-wrong, I-hope-you-may-be, it-may-be, it-may-be-right, I-think-it-may-be, each-may-be, which-may-be, much-may-be, all-may-be, who-may-be.

7. To-be-right, to-be-wrong, to-be-ready, to-be-allowed, to-be-rich, to-be-much, to-be-willing.

Lesson XX.—Compound Words.—Disjoined Affixes.

93. Compound Words.—(*a*) Compound words are usually written in Phonography as phrases (which they really are) without lifting the pen. See group 1. (*b*) Words are also compounded with formative syllables, as *-ly, -ish, -ed, -er, -ry, -ty, -hood, un-, in-, re-, be-, etc.* In such cases the outline of the primitive word remains generally in its own position. See group 2.

94. Grammalogue Compounds.—(*a*) Logograms are occasionally joined to one another to form compounds. See group 3. In such cases the general rule is to put the first logogram in the position it would occupy if standing alone, while the second accommodates itself to the position of the preceding. (Compare par. 82*a*.) (*b*) Logograms are frequently compounded with complete outlines of words without lifting the pen. See group 4. Here the general rule is that the logogram shall occupy its own position and the joined word must accommodate itself to the position of the logogram. This rule is not, however, absolutely invariable. See, for instance, the outline for the word *forthwith*. (*c*) Logograms and contractions are also sometimes similarly compounded with formative affixes the outlines for which are usually accommodated to the position of the logograms. See group 5.

95. The Hyphen.—It sometimes happens that the elements of a compound word do not join conveniently, or they may form long and awkward outlines if joined. In such cases they may, for greater convenience, be disjoined, the two parts being connected by the phonographic hyphen (⁼). See group 6 below. Outlines of this kind are frequently written in practise without the hyphen, the two parts of

the compound word being written a little closer together than usual.

96. Disjoined Affixes.—Certain frequently-recurring affixes are conveniently represented in Phonography by special signs which are disjoined from but placed near to the outline of the main word or stem.

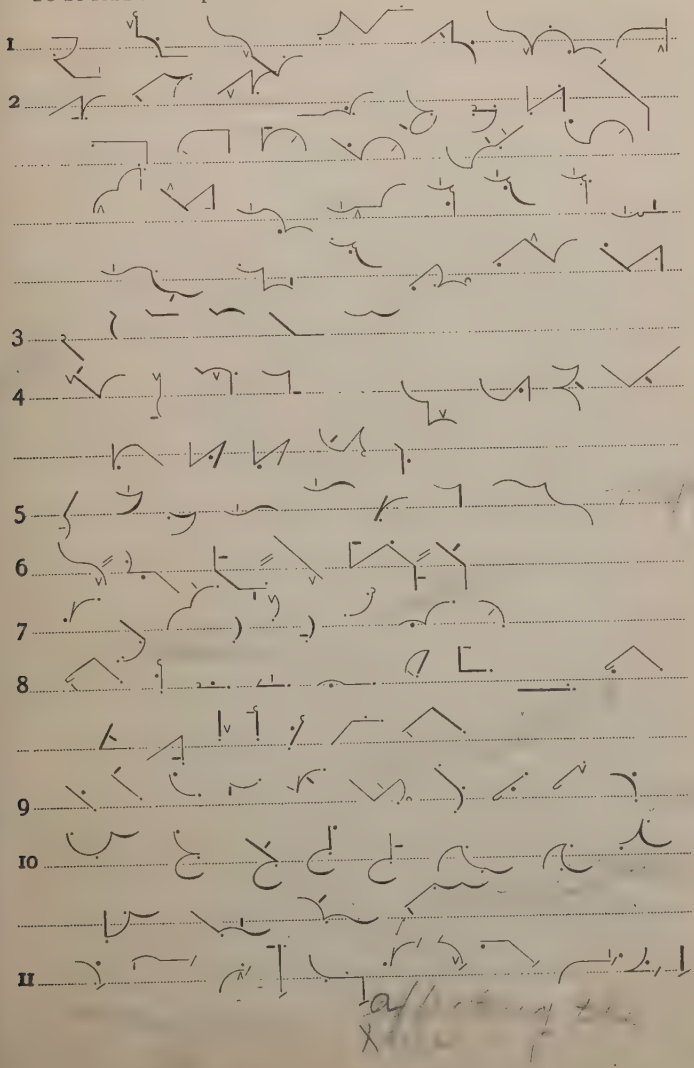
97. Ing.—The syllable *-ing* may be represented by a light dot placed at the end of a stroke. The dot form of *-ing* should be used after words that end (*a*) with any of the strokes (see group 7), (*b*) with any straight stroke except and (see group 8), or (*c*) with a vowel. See group 9. (*d*) After the strokes downward and upward , the stroke may be conveniently joined, and is to be preferred to the dot. See group 10. (*e*) The words *being* and *willing*, however, for practical reasons, especially because of their better adaptation to phrase-writing, are written with the outlines and .

98. Ing-the.—(*a*) When *the* follows a word ending with a dot-*ing*, *ing-the* may be expressed by writing the tick-*the* disjoined and in the position of the dot. See group 11. (*b*) After the disjoined tick may be struck in the direction of See group 12.

99. Con-, Com-.—(*a*) The syllable *con-* or *com-* may be represented by a light dot placed at the beginning of any stroke. See group 13. This dot should be written before the outline for the stem word is written. (*b*) Whenever either of these syllables occurs in the middle of a word, that is, whenever it is preceded by another prefix, the *-con-* or *-com-* is omitted and the portion of the word which precedes it is written near the beginning of the stem-outline. See group 14.

Exercise XLVIII.

To be read and copied:



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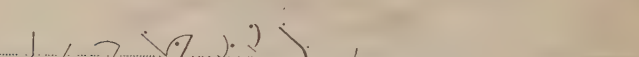

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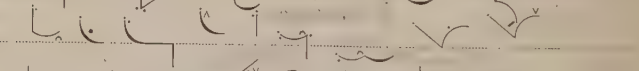


Exercise XLIX.

To be written in Phonography:

1. Fellow-feeling, fire-arm, lamp-chimney, wrong-doer, sea-gull, week-day, life-time, ladylike, fishing-boat.

2. Richly, bodily, poorly, damply, sheepish, hoggish, married, leaked, evoked, duller, boiler, oiler, denial, cubic, unbar, unhook, unwove, unwed, unmarried, uncooked, inweave, retouch.

3. Would-be, although, altogether, all-important, become, anything.

4. Anyway, to-morrow, upright, half-fare, long-time, uprear, became, outweigh, outride, outwit.

5. Advantageous, unusual, unimproved, unimportant, largely, undo, manufacturer.

6. Fire-tower, poor-farm, toothpick, torpedo-tube.

7. Yelling, sharing, pouring, easing, pushing, rushing, shelling, airing, pairing.

8. Eating, aiding, hedging, hooking, moping, ranging, dating, ebbing, harping, itching, looking, perching, revoking, waiting, wiping, reaping.

9. Essaying, laying, seeing, showing, lying, wooing, obeying, pitying, going, vying, defying, denying, burrowing.

10. Piling, ringing, cooling, failing, leaving, shaving, bathing, writhing, ravishing, chiming, pumping, camping, banging.

11. Buying-the, packing-the, shadowing-the, attacking-the, begging-the, endowing-the, hiding-the, jarring-the, kicking-the, rubbing-the, shearing-the, unbarring-the.

12. Watching-the, managing-the, dodging-the, patching-the, seeing-the, pursuing-the, using-the, showing-the, pushing-the.

13. Condemn, concoct, condemning, condoler, confab, conform, conformity, congenial, contaminate, continual, continued, conveying, convoke, combat, commodity, commune, compare, compelling, compiler.

14. Unconformity, accommodate, recommit, reconvey, unconforming.

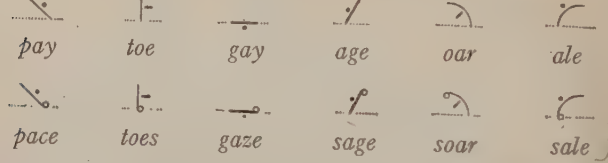
Lesson XXI.—The Circle-s-z.

100. Circle-s and -z.—(*a*) *S* and *z* recur very much more frequently than most of the other consonants, and for that reason it is desirable that they should be represented by an additional sign, briefer than the strokes already given. For this purpose a small circle is used. It is joined to any one of the alphabetic strokes to represent either *s* or *z*. (*b*) Attached to straight strokes, it is written with motion contrary to that of the hands of the clock, thus: *ps* , *ts* , *ch-s* , *ks* , *rs* ; *sp* , *st* , *s-ch* , *sk* , *sr* .

101. Evolute and Involute Motion.—(*a*) This kind of motion is, for convenience, called *involute* motion. The contrary motion, which is *like* that of the hands of the clock, is called *evolute* motion. (*b*) In joining the circle-*s* to curved strokes, the circle takes the motion of the curve to which it is attached, involute or evolute as the case may be, thus: *fs* , *ths* , *ss* , *shs* , *ls* , *rs* , *ms* , *ns* ; *sf* , *sth* , *ss* , *s-sh* , *sl* , *sr* , *sm* , *sn* . It will be seen that the circle-*s* falls upon the inner, or concave, side of the curved stroke to which it is attached. (*c*) The circle-*s* is attached to the heavy strokes in exactly the same way as to light ones, but is itself not shaded.

102. Vocalization of Outlines Containing Circles.—In vocalizing, that is to say, in placing the vowels to, outlines in which the circle-*s* or -*z* is used, the unvarying rule is that the vowels are written and read with reference to the

stroke and not with reference to the circle, to which a vowel can never be placed. Thus:



103. Rules for Writing the Circle and Stroke Forms of S and Z.—(*a*) When a word ends with *s* or *z*, use the circle (see group 1 below); except (*b*) when the *s* or *z* is preceded by two consecutive vowels one of which is accented, in which case the stroke should be used. See group 2. (*c*) When a word begins with *s*, use the circle (see group 3); except (*d*) when the *s* is followed by two consecutive vowels one of which is accented, in which case the stroke should be used. See group 4. (*e*) When a word ends with a vowel preceded by *s* or *z*, use the stroke. See group 5. (*f*) When a word begins with a vowel followed by *s* or *z*, use the stroke. See group 6. (*g*) When a word begins with *z*, use the stroke. See group 7.

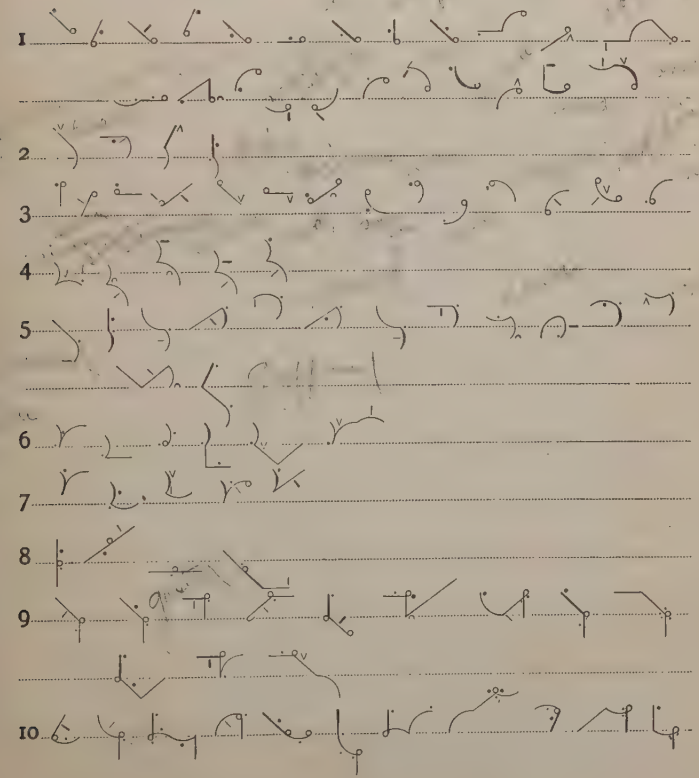
104. Medial S and Z.—(*a*) When *s* (or *z*) occurs in the middle of a word, that is to say, when it is both preceded and followed by one or more consonants, the circle is generally used. (*b*) When the circle occurs between two straight strokes of the same direction, the circle is written with involute motion. See group 8. (*c*) When written between two straight strokes of different direction, the circle is written in the shortest way, that is, on the outside of the angle. See group 9. (*d*) When written between a straight stroke and a curved stroke, it is written inside the curve. See group 10. (*e*) Between two curves, the circle is usually

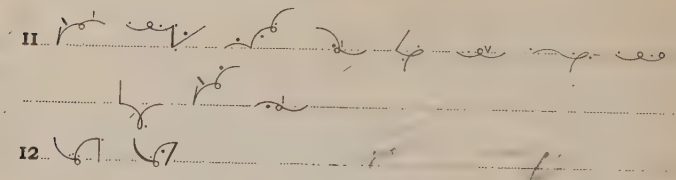
placed inside the first (see group 11); but rarely, for greater convenience, it is written inside the second (see group 12).

105. Rules for Reading Outlines Containing S and Z.—(*a*) When an *outline* begins with a circle, the *word* begins with *s*. (*b*) When an *outline* ends with a circle, the *word* ends with *s* or *z*.

Exercise L.

To be read and copied:





Exercise LI.

To be written in Phonography:

1. Dose, goose, tease, gaze, oats, hooks, adz, eggs, decks, hops, oppose, chops, face, maze, these, lose, muffs, purse, oaths, hours, tameness.

2. Bias, Jewess, Louis, Elias.

3. Sad, sage, sack, Surrey, sty, said, superb, survive, save, seize, seal, same, soothe, ceremony, slice.

4. Scion, sewage, suet, Suez, Sierra.

5. Busy, Jessie, saucy, spicy, Lucy, jealousy, dizzy, juicy, lessee, Nassau, posy, policy, fallacy, intimacy, tipsy.

6. Assume, assignee, aside, asleep, esquire.

7. Zeal, zany, Zion, zealous, zero.

8. Dusty, Busby, research, cassock, outside, bespeak, modesty.

9. Episode, desk, rusty, hasty, expel, desperado, custom, caustic, ecstasy, justice.

10. Dozen, musty, basin, absolve, buxom, dismay, garrison, maxim, medicine, specify, alongside.

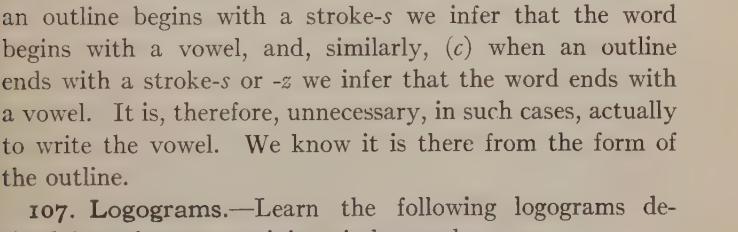
11. Evasive, pencil, cancel, embezzle, falsely, imbecile, jealously, unsafe, assessor, mason.

12. Facility, vassalage.

Lesson XXII.—The Circles-s and -z.—Sentence-writing.

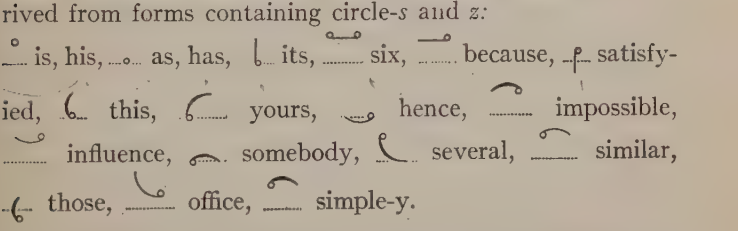
106. Initial and Final Vowels Indicated.—(*a*) The rules for writing the circle and stroke forms of *s* and *z* (see par. 103) are of especial importance because of their bearing on the matter of writing initial and final vowels in sentence-writing. The correct application of these rules enables us to dispense with the writing of many such vowels. (*b*) When an outline begins with a stroke-*s* we infer that the word begins with a vowel, and, similarly, (*c*) when an outline ends with a stroke-*s* or -*z* we infer that the word ends with a vowel. It is, therefore, unnecessary, in such cases, actually to write the vowel. We know it is there from the form of the outline.

107. Logograms.—Learn the following logograms derived from forms containing circle-*s* and *z*:



is, his, as, has, its, six, because, satisfy-ied, this, yours, hence, impossible, influence, somebody, several, similar, those, office, simple-y.

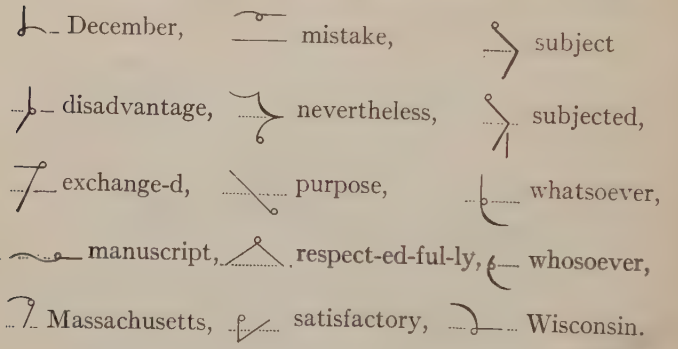
108. Plurals of Logograms.—The circle-*s* may be attached to any logogram to indicate the plural of a noun, or the third person singular of a verb, thus:



hopes, times, does, advantages, kingdoms, halves, thinks, thanks, thousands, uses (*n*), uses (*v*) things, knows, owns, improvements, years.

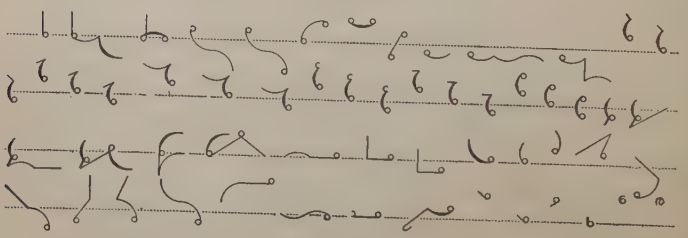
NOTE. is used as a logogram for both *dollar* and *dollars*.

109. Contractions.—Learn the following contractions:



110. Phrase-writing.—(*a*) Contrary to the general rule of phrase-writing, the circles *is*, *his*, *as*, *has*, do not take their own position when they begin a phrase, but accommodate themselves to the position of the following word. In this respect they are like the tick-*a-an-and* and the logogram *he*. (Compare paragraphs 74*b* and 82*c*.) The circle may be attached to the end of certain words in phrase-writing to represent the word *us*. (*b*) Practise the following phrases, and note the contracted forms of *well* and *truly* used in writing the phrases *as-well-as* and *yours-truly*.

Exercise LII.



It-has, it-has-never, it-is-impossible, as-far, as-far-as, as-well-as, as-long-as, as-much-as, his-own, his-own-name, his-own-time, of-these, of-this, of-those, on-these, on-this, on-those, in-these, in-this, in-those, with-these, with-this, with-those, and-these, and-this, and-those, as-these, as-this, as-those, those-who, those-who-are, those-who-make, those-who-receive, yours-truly, yours-respectfully, make-us, take-us, took-us, have-us, think-us, see-us, reach-us, push-us, bear-us, teach-us, cheer-us, fear-us, like-us, name-us, wake-us, hang-us, of-us, to-us, on-us, before-us, with-us, beyond-us.

111. Limits of Position-writing.—(*a*) As stated in paragraph 35, it is, in general, not necessary to write outlines of more than two strokes in position. If, similarly, a primitive word is written with two strokes plus a circle, the outline may be written in the second position, the most convenient place, without respect to the accented vowel; as *palace*, *reason, etc.* (*b*) Monosyllables of course are written in position, as *box*, *fix*, and derivatives should be written in accordance with the position of their respective primitives, as *arch* , *arches* , *lash* , *lashes* .

112. Special Forms.—The word *business*, is written in the first position to distinguish it from *baseness* in the second. The word *suit* is always written with its vowel joined, thus , in order to distinguish it from *satisfy*. The word *thus* should always be vocalized, even in sentence-writing, to distinguish it from *this*. In writing the frequently-recurring words *always* , *answer* , *instead* , the initial vowel may be omitted. The following common phrases are written with the special forms indicated: *bill-of-lading* , *New-Jersey* , *New-York* , *New-York-City* .

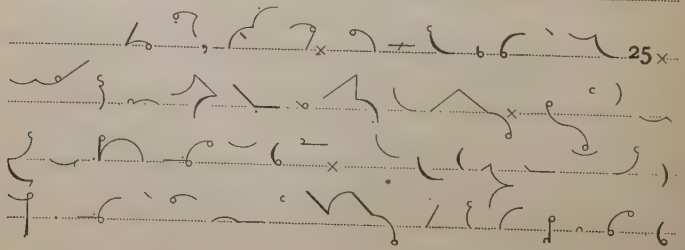
113. Suffixes.—Words ending with the dot-*ing* have their plurals indicated by the use of the disjoined circle-*s* written in the position of the dot, thus: *doings* , *sayings* , *etc.* Similarly phrases ending with *-ing-his* and *-ing-us* may be written with the disjoined circle. Thus: *making-his* , *giving-us* .

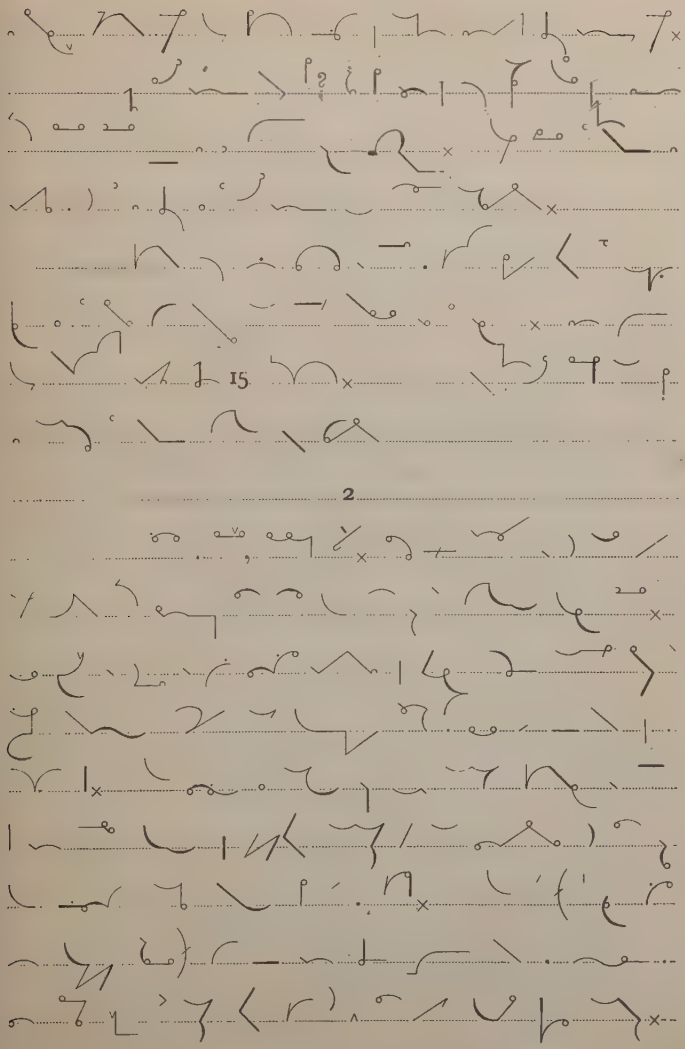
114. Business Letters.—One of the most important of the uses of Phonography is the writing from dictation of business letters for subsequent transcription on the typewriter. As it is the special purpose of this book to fit the student for the work of the business amanuensis, the remaining exercises will consist, in large part, of model business letters, written in Phonography, accompanied by model transcripts in facsimile typewriting. The shorthand notes are written with pen or pencil (preferably the former) in oblong note-books. Each day's work should be dated, and the letters taken in a single day should be numbered consecutively as shown below. In taking a letter from dictation it is unnecessary to write in Phonography the word *Mr.* or *Messrs.* at the beginning. The proper word should be written out, of course, in making the typewritten transcript.

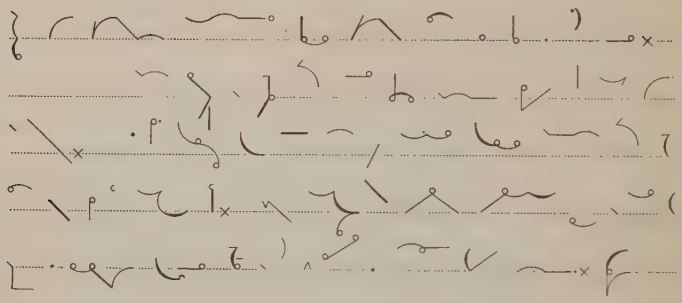
NOTE.—Before proceeding to practise the business letters the learner should familiarize himself with all logograms, contractions, and special forms given in this lesson by filling up a line of each as directed in par. 39.

Exercise LIII.

I







I

Mr. James Smith,
Lowell, Mass.
Sir:

We have before us yours of November 25. In answer, we would say you may ship your buggy to us right away for repairs. As far as we see now, we shall have the new Sadler axles in this week. If, however, they should fail to come in, we shall use instead an axle of similar make, with ball-bearings, which we think will suit you as well as those you specify, and which will be exchanged for the Sadler axle at any time you may write desiring us to make the exchange.

How do you wish us to make up the seat? We think you said to somebody at our New York City office, at the time you came here, six weeks ago, you would like to have a lazyback. If such is the case, we beg you to write us and say what you desire, as we wish to make no mistake in this respect.

It will be our aim, as always, to give you a wholly satisfactory job and with no delay whatsoever, as we suppose your purpose in giving the business to us is to save time. You may look for the bill of lading to reach you on December 15, or earlier.

Hoping we shall succeed in satisfying you in all ways, we beg leave to be

Yours respectfully,

2

Messrs. Sims & Sikes,
Cincinnati, Ohio.
Sirs:

I am sorry to say things are in such shape here as to make it simply impossible for me to think of leaving for several weeks. Hence I shall have to ask you to allow somebody else to represent you at Janesville, Wisconsin, in case the subject of installing pumping machinery in the factory of Smith & Sons should come up at an early day. If Sampson

has nothing to do now in New York it will be safe to give it to him, because of his having had charge of the job in New Jersey, which in some respects was similar to this; for example, in its being set on a hillside. If he (or whosoever else may have charge of this case) will go to my desk and look up a manuscript and some sketches I took of the New Jersey job, he will see how similar are the various details in both. I think this will help him in making his designs, which will be simple, as it is an easy case.

I am subjected to a disadvantage here because it is impossible to make satisfactory time in the laying of pipe. The city officers have given me much annoyance ever since I came here and they seem to be satisfied with nothing we do. I hope, nevertheless, by respectful reasoning soon to influence them to take a sensible view of the case, and thus to see how serious a mistake they are making.

Yours truly,

Lesson XXIII.—The Circles-ses, -sez, -zes, -zez.

115. The Large Circle.—(*a*) When a noun is written with an outline ending with a circle-*s* or *z*, its plural is formed by enlarging the circle. See group 1 below. (*b*) In the same way, the third person singular of a verb is formed by enlarging the small circle, when the latter ends the infinitive. See group 2. (*c*) The syllables *ses*, *sez*, *zes*, *zez* may also be represented in other cases by the large circle. See group 3. (*d*) In all cases the large circle is attached to a stroke on the same side and with the same kind of motion as that with which the small circle would be attached to the same stroke (compare par. 103), and (*e*) the rules that govern the writing of the small circle medially (see par. 104) apply equally to the large circle.

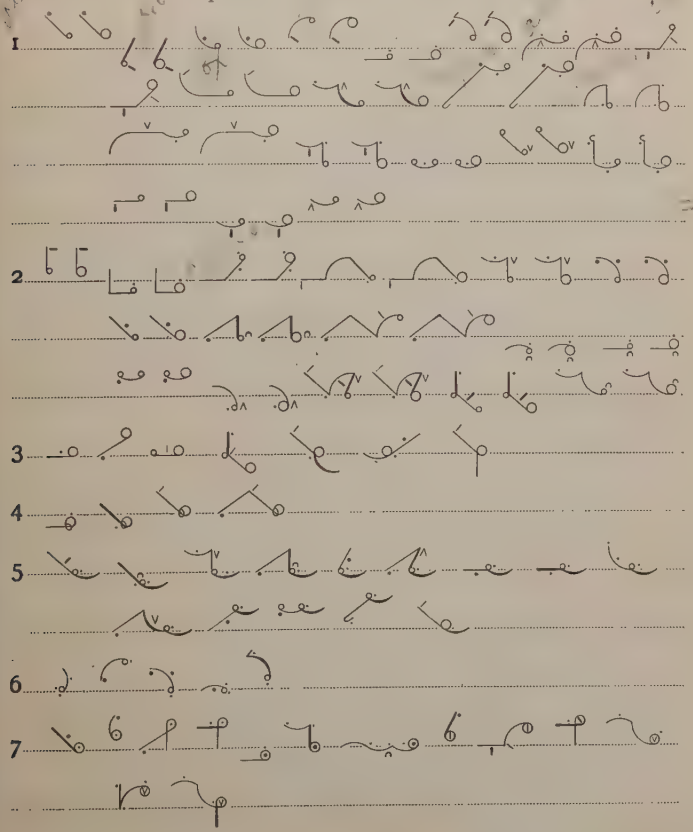
116. Sez-z.—Ing Following Circles.—(*a*) Whenever the singular of a noun ends with a large circle, the plural is formed by adding a small circle-*z*, writing it around the stroke; and the verb is similarly treated. See group 4. (*b*) When *-ing* is added to a verb the outline of which ends with an involute circle use the stroke *-ing*. See group 5. (*c*) When *-ing* is added to a verb the outline of which ends with an evolute circle use the dot *-ing*. See group 6.

117. Special Vocalization of Large Circles.—The normal vowel in the syllable represented by the large circle, is *ĕ* (the second-place light dot); but the large circle may be specially vocalized, as follows: A light dot placed within a circle indicates *ĭ* (the first-place light dot); and the circle reads, *sis*, *siz*, *zis* or *ziz;* a heavy dot within the circle represents *ē* (the first-place heavy dot); a light dash within the

circle represents *ŭ* (the second-place light dash); a heavy dash within the circle represents *aw* (the first-place heavy dash); the diphthong ˅ represents *ī*. See group 7.

Exercise LIV.

To be read and copied:



118. Directions for Writing.—Care should be taken to make the large circle sufficiently large to distinguish it clearly from the small circle. No harm can result from making a large circle larger, or from making a small circle smaller, than the standard; but deviations from the standard in the opposite direction would, obviously, lead to a clash.

Exercise LV.

To be written in Phonography:

1. Base, bases; case, cases; vice, vices; kiss, kisses; ounce, ounces; force, forces; box, boxes; ellipse, ellipses; gas, gases; hostess, hostesses; lace, laces; lease, leases; mass, masses; niece, nieces; race, races; source, sources; voice, voices; pause, pauses; adz, adzes; fuse, fuses; rose, roses; cheese, cheeses.

2. Abase, abases, annex, annexes, chase, chases, embarrass, embarrasses, enforce, enforces, mix, mixes, pierce, pierces, repose, reposes, rise, rises, pause, pauses, peruse, peruses, refuse, refuses, oppose, opposes, amaze, amazes, choose, chooses, harmonize, harmonizes, revise, revises.

3. Access, abscess, possess, repossess, necessity, excessive, successfully.

4. Excesses, recesses, successes, dispossesses.

5. Appeasing, basing, teasing, inducing, choosing, causing, gazing, refusing, rousing, commencing, housing, dispossessing.

6. Losing, lacing, arousing, musing.

7. Axis, amanuensis, desist, subsist, system, basēs, theses, season, census, suspicious, exhausting, excise, exercise, incisive, emphasizing.

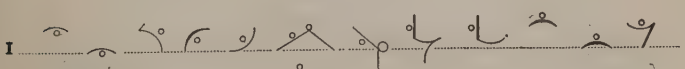
Lesson XXIV.—Large Circles.—Sentence-writing.

119. Plurals of Logograms.—When a logogram ends with a circle-*s*, the small circle may be enlarged to indicate the plural, as influence, influences, office, offices.

120. Numerals.—(*a*) In a few instances, such as *two* and *six*, logograms are provided for the representation of numerals; in all other cases the Arabic figures should be used. The Arabic notation of numbers is in itself a compendious shorthand. (*b*) In phonographic note-taking it is not necessary to distinguish ordinal from cardinal numbers —that is to say, the figures may be used to represent either cardinals or ordinals.

121. Disjoined Affixes.—(*a*) The circle-*s* may be disjoined and placed beside a stroke to represent the affix *self*. See group 1. (*b*) The circle placed at the beginning of the stroke in the position of the dot *con-* (*com-*), reads *self-con-* (*-com-*). See group 2. (*c*) The large circle may be placed at the side of a stroke to represent the suffix *-selves*. See group 3. (*d*) The dot which ordinarily stands for *con-* and *com-* may also be used to represent *cog-*. See group 4.

Exercise LVI.

1 

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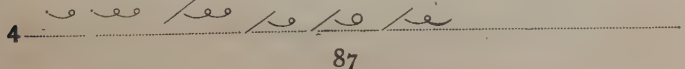
4 

1. Myself, himself, herself, yourself, selfish, self-respect, self-possessed, self-denial, self-denying, self-important, self-improvement, self-knowledge.

2. Self-conscious, self-consciousness, self-confiding, self-condemning, self-conceit.

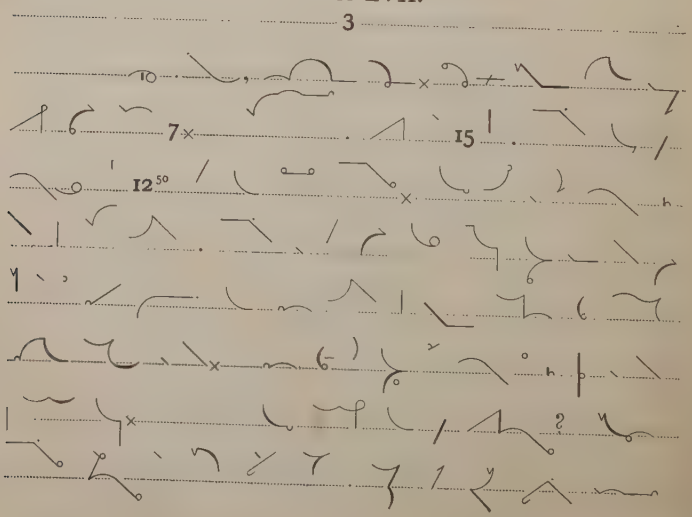
3. Ourselves, yourselves, themselves.

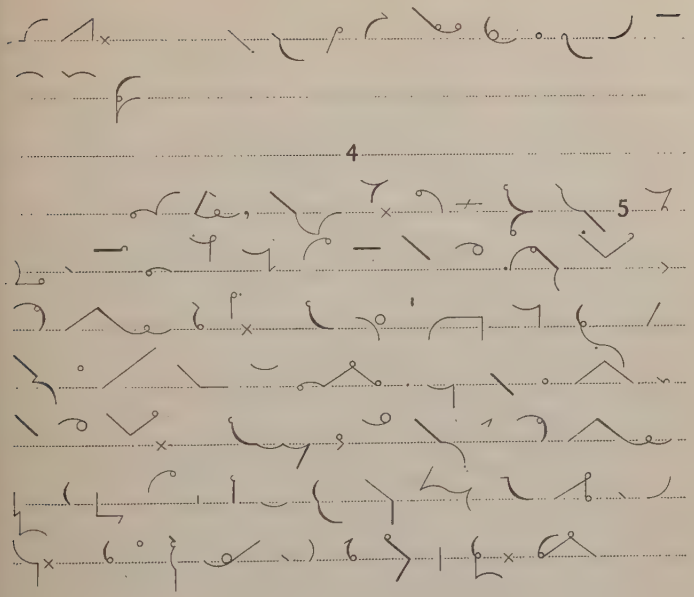
4. Cognize, cognizance, recognizance, recognize, recognizes, recognizing.

122. Special Forms.—The words *Mrs.* and *Misses* are written with the forms here indicated, in order that they may be clearly distinguished. Use the following irregular phrase forms: *United States*, *this season*, *as soon as*. Final vowels are not necessary in *necessary* and *necessity*.

123. Business Letters.—

Exercise LVII.





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3

Messrs. Moses & Company,
Milwaukee, Wis.

Sirs:

I beg leave to acknowledge the receipt of yours of May 7. I will make you a rate of $15 a copy for the large map of the United States, or $12.50 each for six copies. If you wish to see the map before you buy it, I will ship a copy to each of your offices, and if it fails to come up to your idea of what you are looking for, you may ship it back any time this month, and you will have nothing to pay. You may thus see for yourself what the map is before you decide to pay out anything for it.

Have you any necessity for large road maps? I have some copies of such maps of Iowa, Ohio, New York, and New Jersey on which I shall be happy to make you a low rate.

Hoping to have as much of your business this season as you have usually given me, I am

Yours truly,

4

Mr. Samuel Johnson,
Buffalo, N. Y.

Sir:

We have yours of February 5, in which you ask us to give you some insight into the lease given by Mrs. Elizabeth Pierce to the Misses Robinson, of this city. We have ourselves already looked into this af fair, which, by the way, is rather peculiar in some respects, and know it to be as represented to you by Mrs. Pierce. We have no knowledge as to the influences bearing on the Misses Robinson at the time they took the lease, but we do know they have paid each month and have receipts to show for it. This is all we think it necessary to say on this subject at this time.

Yours respectfully,

Lesson XXV.—The Loops-st, -str.

124. Loop-st in Past Tenses.—The consonants *st*, without an intervening vowel, are of frequent occurrence, especially in forming the past tense of those verbs the present tense of which ends with *s*. In writing such past-tense forms, lengthen the circle into a loop, extending back one-half the length of the stroke. See group 1.

125. St in Other Cases.—(*a*) The loop may also be used to represent *st* in other cases, both at the end of words (see group 2) and at the beginning of words (see group 3). (*b*) The loop is always attached to straight strokes with involute motion and to the concave side of curves. Compare paragraphs 100 and 101.

126. Medial St.—(*a*) The loop-*st* may be used in the middle of outlines whenever convenient forms result from such use (see group 4), but (*b*) it can never be used when a stroke follows it in such a direction as to strike through the stroke to which the loop is attached, as in *vestige*, *custody*, etc.

127. Representation of Zd.—(*a*) The loop may be used to represent *zd* after the strokes , but it must be shaded to distinguish it from *st*. See group 5. (*b*) After any other single stroke *zd* must be written with the form (see group 6); but (*c*) after outlines of two or more strokes, the loop may be used without shading (see group 7).

128. Sts.—When the loop-*st* is followed by *s*, the circle is written around the stroke. See group 8.

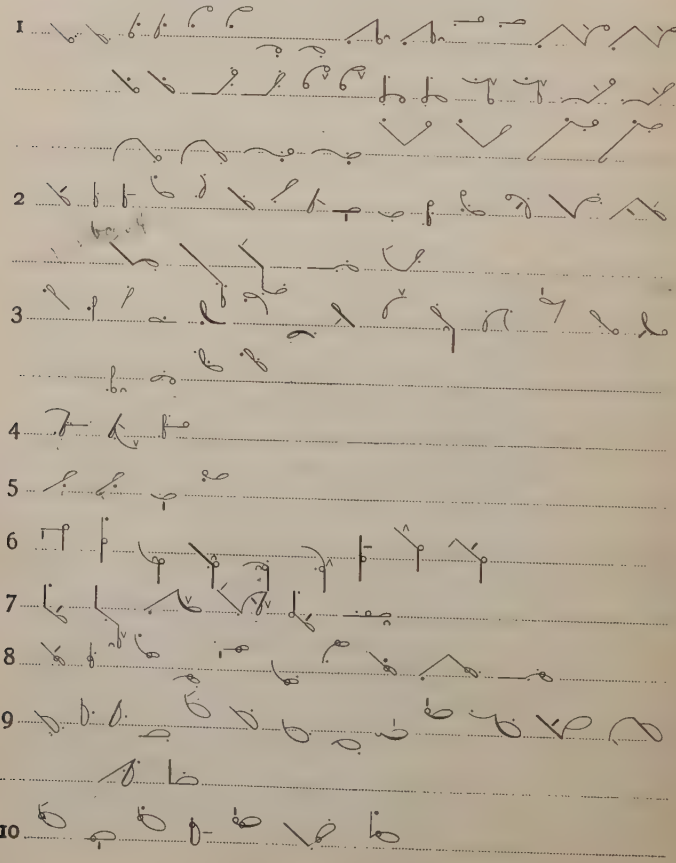
129. Loop-Str.—When a word ends with the consonants *str* without intervening vowels, these consonants may be represented by a large final loop. This loop extends two-

thirds the length of the stroke to which it is attached. See group 9.

130. **Strs.**—When the loop-*str* is followed by *s*, the circle is written around the stroke. See group 10.

Exercise LVIII.

To be read and copied:



Exercise LIX.

To be written in Phonography:

1. Toss, tossed; assess, assessed; erase, erased; face, faced; mix, mixed; solace, solaced; abase, abased; box, boxed; collapse, collapsed; space, spaced; elapse, elapsed; enforce, enforced; induce, induced; license, licensed; notice, noticed; rejoice, rejoiced; witness, witnessed.

2. Beast, chest, vest, zest, arrest, moist, roast, cast, last, sweetest, sickest, silliest, soonest, utmost, Methodist, Belfast, burst, detest.

3. Stab, study, stage, stiff, steel, steam, sting, stood, stool, star, stammer, sterile, stumble, sticks, stars, states, studious, stoutest, stillest.

4. Mystify, destiny, mustache.

5. Roused, housed, noised.

6. Paused, gazed, amazed, amused, buzzed, fused, appeased.

7. Reposed, refused, perused, chastised, disguised.

8. Beasts, chests, vests, coasts, dusts, fists, pests, bursts.

9. Poster, duster, jester, feaster, Lester, boaster, coaster, fester, huckster, sinister, ancestor, barrister, chorister, teamster.

10. Festers, boasters, jesters, posters, ancestors, choristers.

Lesson XXVI.—The Loops.—Sentence-writing.

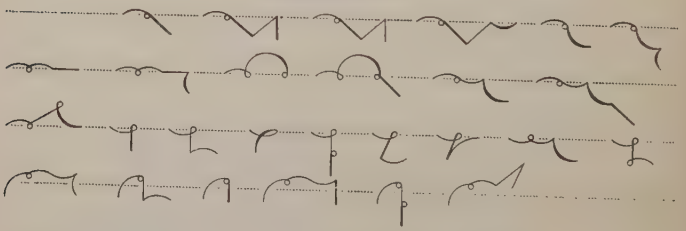
131. Logograms.—Learn the following logograms, derived from the loops:

first, next, influenced, suggest, August.

132. Superlatives of Grammalogues.—The loop-*st* may be added to any logogram for an adjective or adverb, to indicate the superlative degree. Thus: largest, commonest, youngest, longest.

133. Phrase-writing.—The words *must*, *last*, and *next*, may be contracted in phrase-writing by reducing the loop to a circle.

Exercise LX.

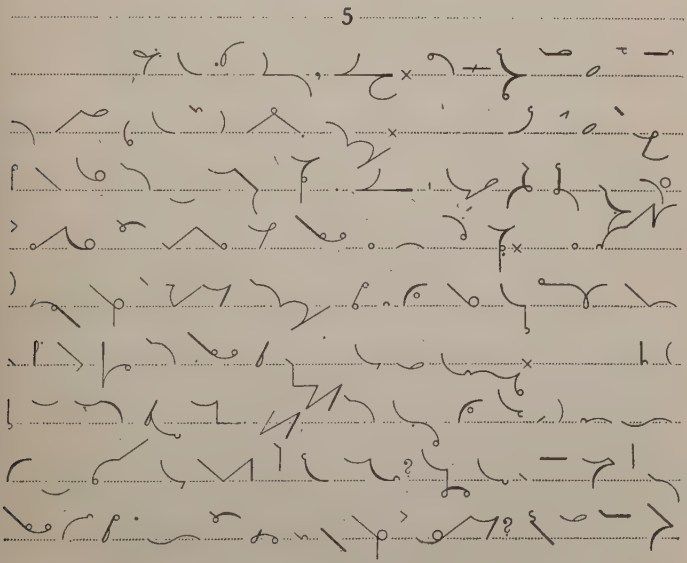


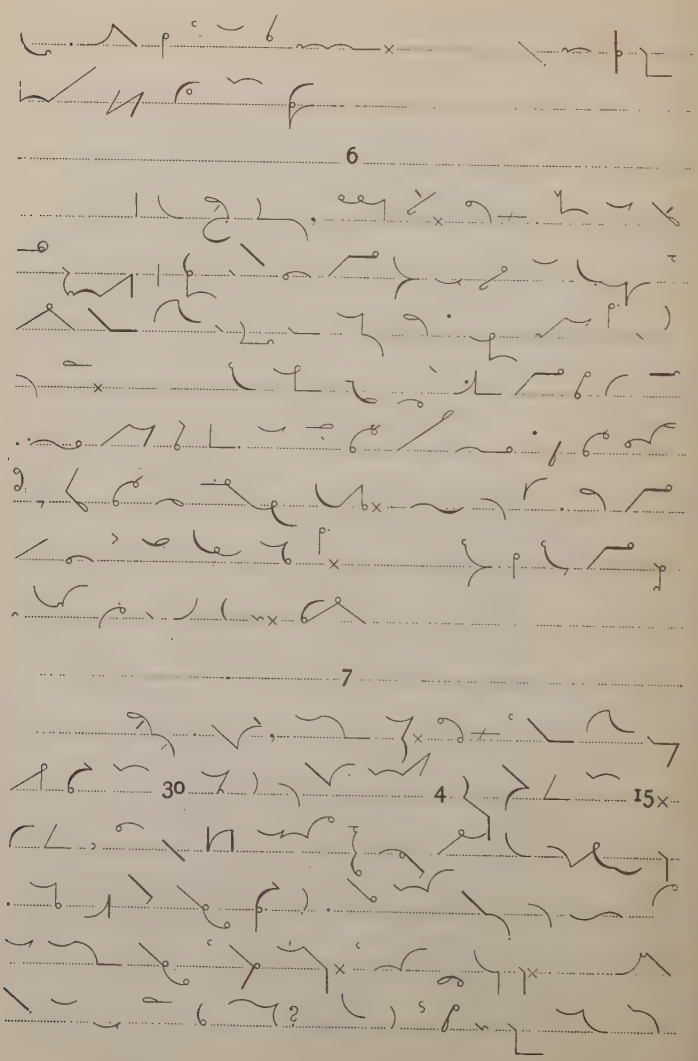
Must-be, must-be-ready, must-be-right, must-be-wrong, must-have, must-have-them, must-make, must-make-them, must-always, must-always-be, must-never, must-never-be, must-receive, next-day, next-time, next-year, next-Tuesday, next-January, next-July, next-November, next-December, last-month, last-time, last-day, last-Monday, last-Tuesday, last-March.

134. Special Forms.— postage, earnest, post-office, in-stock, at-first.

135. Business Letters.—Paragraphing.—In taking letters from dictation it is not always possible to indicate the division into paragraphs, and this matter must be carefully considered at the time the letter is transcribed on the typewriter. When, however, in note-taking it is obvious that a paragraph is proper, it may be indicated by leaving a gap of an inch or more after the last sentence of the preceding paragraph.

Exercise LXI.

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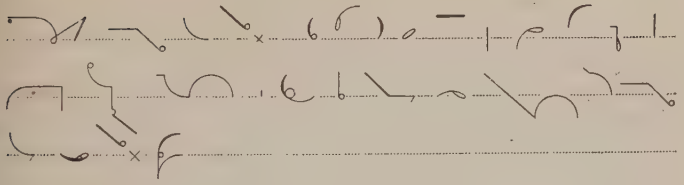


5

Stanley F. Steele, Esq.,
Chicago, Ill.

Sir:

We have yours of August 1, and we give you our earnest thanks for all you say respecting our machinery.

We shall on the first of next January, set up offices of our own in both New York City and Chicago, but for the rest of this year we desire to avail ourselves of the services of somebody to represent us in such business as may arise in your city. As you will readily see, he must be possessed of a thorough knowledge of our machinery such as you yourself possess, for it would scarcely pay him to study up the details of our business just to take charge for the next few months.

Do you think it would in any way justify you in taking charge of our affairs yourself if we should say you may name your own salary for the period of time we have in view? If it is impossible for you to give any of your time to our business, will you suggest the name of somebody who seems to you to be possessed of the necessary knowledge? We would be influenced altogether by your view, and shall be satisfied with any choice you may make.

Hoping you may decide to take temporary charge yourself, I am

Yours truly,

6

T. F. Sterling, Esq.,
Cincinnati, Ohio.

Sir:

An item in the Post causes us to think you may be ready at this time to buy some rugs for your new house in Avondale, and we respectfully beg leave to ask you to come into our store, the next time you are in the city, to see our stock.

We have in stock a vast mass of Asiatic rugs, such as will give you an immense range of choice, taking in the commonest as well as the rarest makes, the largest as well as the smallest sizes, and the cheapest as well as the most expensive varieties. Among our hall and stair rugs are some of the longest ever seen in this city.

We feel satisfied we have the rugs to suit you if you will allow us to show them to you.

Yours respectfully,

7

7

Messrs. Storer & Pool,
Newark, N. J.

Sirs:

We beg leave to acknowledge receipt of yours of May 30, in which you say our bill of March 4 was paid by your check of May 15. Your check would seem to be delayed in the mails, and we think this must be the reason for our receiving to-day a notice, issued by the post-office of your city, saying a piece of mail bearing our name lies in the Newark post-office with postage unpaid. We mail stamps for it to-day.

Shall you be buying any new stock this month? If so, we would suggest to you to take enough of our "Kearsarge" caps for boys. This style was first given out last year, and at first it looked as if it would be a failure, but this season it has become the most popular of our caps for the youngest boys.

Yours truly,

Lesson XXVII.—The N-hook.

136. The N-hook.—The consonant *n* may be represented by a small hook attached at the end of any stroke. After straight strokes the hook is written with evolute motion (see group 1), but after curved strokes it is written on the concave side of the stroke (see group 2).

137. Rules for the Stroke and Hook Forms of N.—(*a*) When *n* is the last sound in a word, use the hook (see groups 1 and 2); except (*b*) when the *n* is preceded by two consecutive vowels one of which is accented, in which case the stroke form should be used. See group 3. (*c*) When a word ends with a vowel preceded by *n*, use the stroke. See group 4.

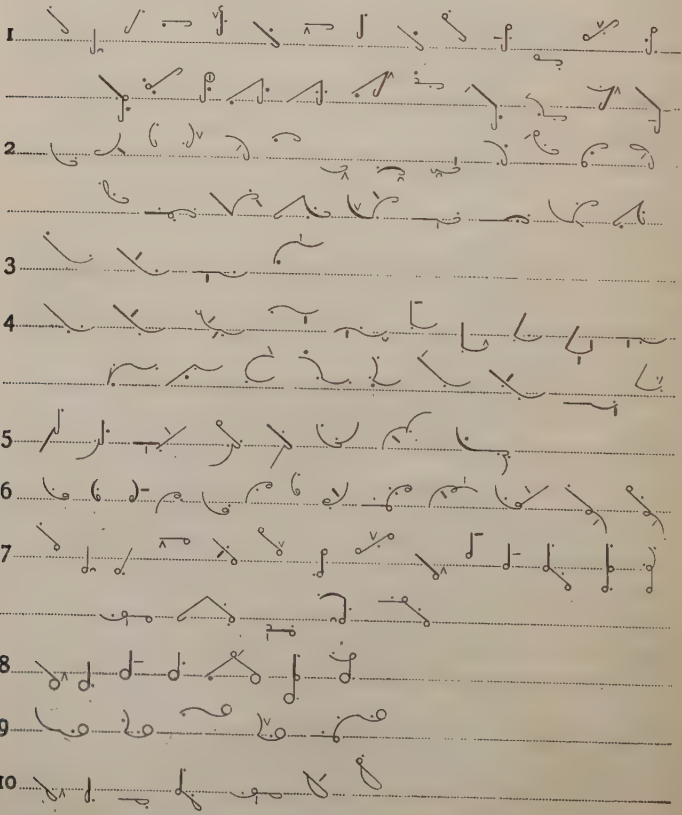
138. Medial N.—While the *n*-hook is most generally used at the end of words, it may also be employed in the middle of outlines when convenient forms result from such use. See group 5.

139. Combined N-hook and Circles.—(*a*) The circle-*s* may be written within the *n*-hook and the combination thus formed is read *ns* or *nz*. See group 6. (*b*) When *s* or *z ends a word* after the *n*-hook attached to a straight stroke, the combination may be contracted to a small circle written with evolute motion. See group 7. (*c*) Similarly, the large circle may be written with evolute motion after straight strokes to represent *nses*. See group 8. These forms will not be mistaken for the simple *s* and *ses* as the latter are always written with involute motion after straight strokes. See paragraphs 100 and 115*d*. (*d*) After curves the large circle cannot, of course, be written within the hook, but must be attached to the stroke-*n*. See group 9.

140. Combined N-hook and Loops.—(*a*) In like manner, the loops-*st* and -*str* may be written on the evolute side of straight strokes to indicate *nst* and *nstr*. See group 10. (*b*) The simple *st* and *str* are invariably written with involute motion after straight strokes.

Exercise LXII.

To be read and copied:



Exercise LXIII.

To be written in Phonography:

1. Bone, down, join, gown, attain, chin, dawn, open, rain, satin, sicken, skein, Spain, festoon, sexton, spin, deepen, urban, urchin, bacon, pagan, barren, region, cabin, beckon.

2. Vine, thine, zone, lean, horn, human, hempen, main, humane, sullen, discern, muslin, stolen, summon, demon, dampen, famine, muffin, bullion, champion, haven.

3. Ruin, Joan, lion.

4. Puny, funny, Vienna, hominy, mania, Dinah, ninny, Juno, Helena, Illinois, arena, assignee, bony.

5. Banish, Canary, runner, pinch, bunch, vanish, barrenly, milliner.

6. Veins, assigns, shuns, earns, ovens, lanes, nouns, vigilance, Athens, ransom, lancer, thenceforth, Spencer.

7. Bones, dance, joins, guns, spins, spoons, sickens, pains, widens, response, expense, mourns, enhance, wakens, diligence, instance, elegance.

8. Bounces, chances, rinses, dispenses, expenses, ensconces, expanses.

9. Evinces, lances, announces, offenses, lenses.

10. Bounced, chanced, rinsed, instanced, distanced, enhanced, punster, spinster.

Lesson XXVIII.—The N-hook—Sentence-writing.

141. Final Vowels.—The rules for the use of the stroke and hook forms of *n* (see paragraph 137) enable us to dispense with the writing of many final vowels in sentence-writing. Whenever the outline ends with a stroke-*n*, we infer that the word ends with a vowel, which need not, therefore, actually be written.

142. Limits of Position-writing.—If a primitive word other than a monosyllable be written with two strokes, plus a hook, the outline may be written in the second position without respect to its accented vowel, as *renown*, *violin*. Compare paragraphs 35 and 111. Derivative words, however, should be written in the position of their respective primitives; thus *fine*, *finer*.

143. Logograms. — Learn the following logograms: upon, been, ten, general-ly, can, again, often, Phonography, even, within, than, alone, man, men, opinion, Pennsylvania, against.

144. Compounds.—Whenever the logogram *men* enters into a compound, it must be vocalized to distinguish it from *man;* thus, *salesman*, *salesmen*.

145. Contractions.—Learn the following contractions: phonographer, phonographic, mistaken.

146. Disjoined Affixes.—(*a*) *-Ly.* Whenever final *l* does not join conveniently (which is frequently the case after the *n*-hook) the suffix *-ly* may be expressed by means of a disjoined stroke-*l*. See group 1 below. (In rapid writing it is sometimes convenient to strike this disjoined *l* down.) The disjoined *-ly* is often used also after adjective logograms and contractions in order to secure more characteristic and legible forms. See group 2.

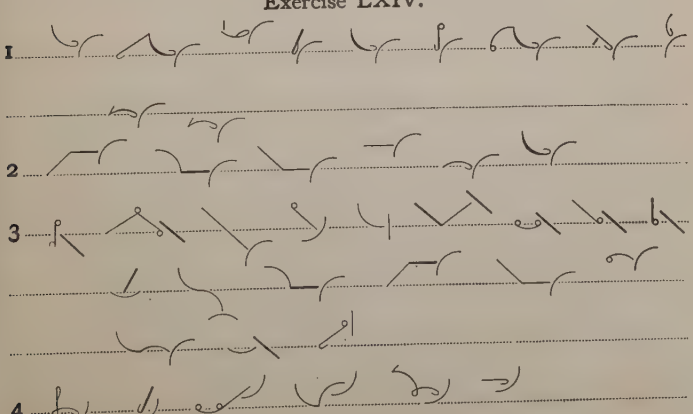
(*b*) *-Ility, -ality, -arity,* are expressed by disjoining the stroke that represents the consonant immediately preceding the suffix, and writing it near and a little below the first part of the outline. See group 3.

(*c*) *-Ship.*—The suffix *-ship* is expressed by the disjoined stroke . See group 4.

(*d*) *Circum-.*—The prefix *circum-* is expressed by a disjoined small circle placed beside the first stroke of the stem-outline. See group 5.

(*e*) *Magna-, magni-,* is expressed by a disjoined stroke placed over the following consonant. See group 6.

Exercise LXIV.



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6

1. Finely, heavenly, honestly, justly, vainly, suddenly, slovenly, openly, thinly, humanely, humanly.

2. Regularly, irregularly, peculiarly, commonly, manly, evenly.

3. Suitability, responsibility, popularity, speciality, fatality, barbarity, sensibility, possibility, disability, geniality, formality, irregularity, regularity, peculiarity, similarity, familiarity, nobility, hostility.

4. Statesmanship, generalship, censorship, fellowship, horsemanship, kinship.

5. Circumstance, circumstances, circumstanced, circumstantial, circumnavigate.

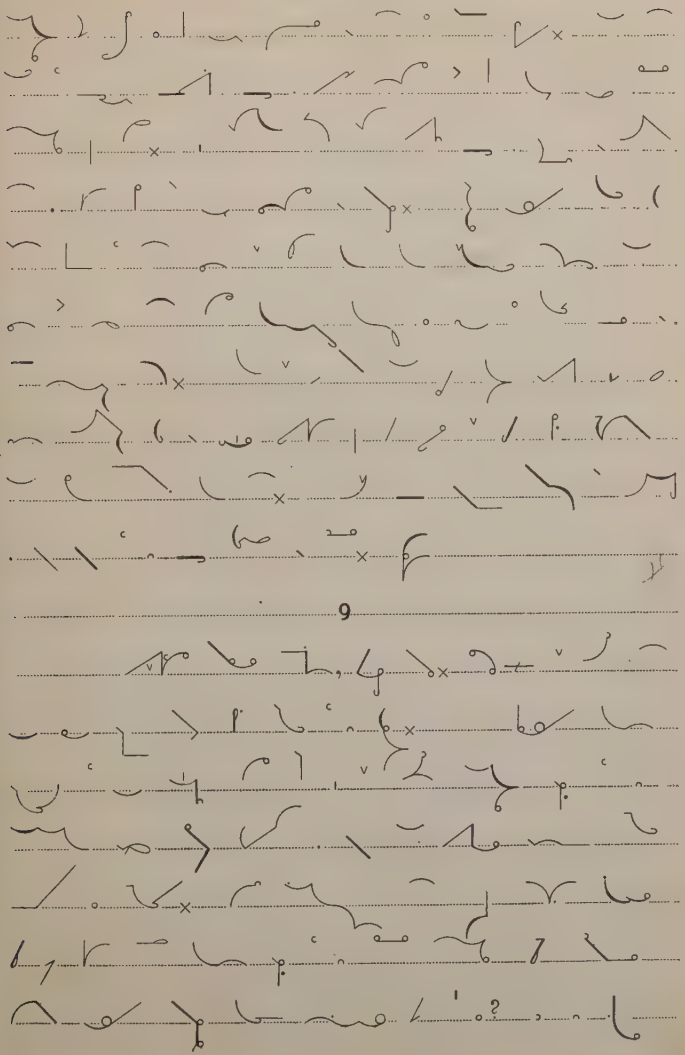
6. Magnify, magnifying, magnificence, magnanimity, magnanimous, magnanimously.

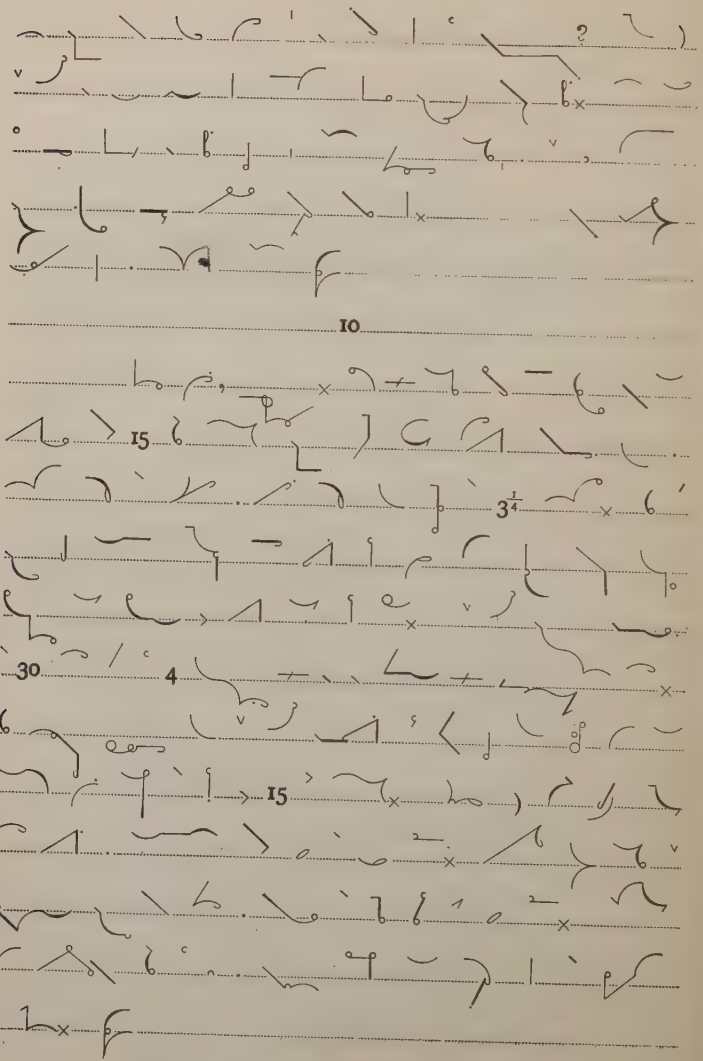
147. Special Forms.— Washington, have-been, had-been, at-once.

148. Business Letters.—

Exercise LXV.

8

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8

Messrs. H. J. Pain & Company,
New Orleans, La.

Sirs:

I have been in this city for ten days, and upon the first of the month I shall leave for Boston. Each dealer in the city and suburbs has been seen in turn and they seem, in general, to be highly satisfied. Although I may seem to be unduly magnifying the importance of what I have done here, I must nevertheless say the situation, as it now looks to me, is altogether satisfactory. In my opinion we can now go ahead again and run the mills all the time for the next six months at least. Before I leave here I will write you again and ask you to ship me a whole set of new samples to Boston. I think this necessary, even though I may take with me some I still have, for I have none remaining in some of the most important lines, having been forced, as you know is often the case, to give many of them away. If I should by any chance fail to write before the first, you may ship them then to Young's Hotel, at which house I generally stay, and they will be in safe keeping for me. I shall go back by way of Washington, and hope to be with you again within the next two weeks.

Yours truly,

9

Writewell's Business Academy,
Johnstown, Pa.

Sirs:

I wish my young son to take up the study of Phonography with you this fall. It is necessary for him to finish with no undue loss of time, but I wish him, nevertheless, to stay with you long enough to master the subject thoroughly, and to be in readiness to make a fine career as a phonographer. Will you inform me at your early convenience just how much it will cost for him to stay with you six months, and just what books will be necessary besides the "Phonographic Amanuensis," which he already has? Would you advise him to take up Phonography alone, or to combine it with bookkeeping? And, if so, I wish to know how long it commonly takes to finish both studies. My opinion is against taking the two studies at once, but I may be much mistaken in this, and I would like to have your advice together with the reasons upon which you base it.

Hoping to receive your answer at an early day, I am
Yours truly,

10

Mr. Thomas Allen,
Kansas City, Mo.

Sir:

Notice has been given this office to be in readiness by the 15th of this month to dig a ditch along the line of the road, beginning half a mile west of Sharon and running west for a distance of three and one

fourth miles. This ought to have been done long ago, and if we had gone ahead with it last year it would have paid for itself several times in the saving to the road in the wet season.

I wish you to form two gangs of thirty men each, with four foremen --two to each gang--who can manage the men. This must be done as soon as you can, for I wish to go ahead with the job at once, if circumstances will in any way allow, instead of waiting to the 15th of the month. So you must use all your generalship and have the men ready and in camp by the first of next week. Rather than fail in this, I would be willing to have you pay each man a bonus of a day's wages on the first week. I leave the whole responsibility of this with you, and hope you may succeed in arranging it all satisfactorily and on time.

Yours truly,

Lesson XXIX.—The F-V-hook.

149. The F-V-hook.—A small final hook may be attached to any straight stroke with involute motion, to represent *f* (see group 1) or *v* (see group 2). No difficulty is experienced in distinguishing *f* from *v* in use.

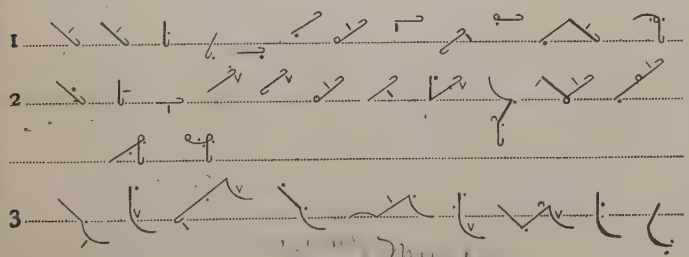
150. Rules for Stroke and Hook Forms of F and V.—(*a*) When *f* or *v* is the last sound in a word, use the hook. See groups 1 and 2. (*b*) When a word ends with a vowel preceded by *f* or *v*, use the stroke. See group 3.

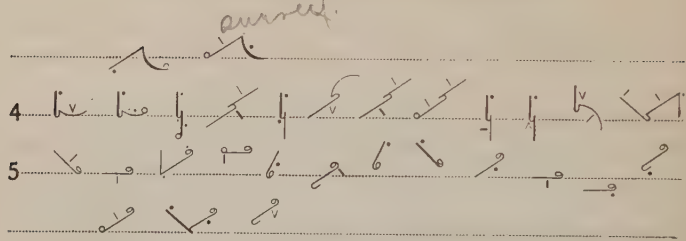
151. Medial F-V.—While the *f-v*-hook is used most frequently at the end of words, it may be used medially whenever more convenient outlines result from such use. See group 4.

152. Combined F-V-hook and Circle-s.—A small circle may be written within the *f-v*-hook and the combination thus formed is read *-fs*, or *-vz*. See group 5. The large circle and the loops do not combine with the *f-v*-hook.

Exercise LXVI.

To be read and copied:





Exercise LXVII.

To be written in Phonography:

1. Beef, tough, chief, cuff, scoff, roof, chafe, giraffe, rough, tariff, sheriff, mischief.

2. Dive, achieve, rave, heave, hove, starve, bereave, imitative, behave, deserve, subserve, positive, exhaustive.

3. Taffy, rarefy, verify, deify, terrify, coffee, bevy, covey, heavy, purview, Harvey.

4. Toughen, deafness, rougher, toughness, chafing, scoffer, divine, divide, revery, paver.

5. Rebuffs, coughs, skiffs, reefs, giraffes, roofs, paves, caves, achieves, hives, raves, archives, starves, dives.

Lesson XXX.—The F-V-hook.—Sentence-writing.

153. **Final Vowels.**—The rules for the use of the stroke and hook forms of *f-v* enable us to dispense with the writing of many final vowels. Whenever an outline ends with a stroke-*f* or -*v* following a straight stroke (see par. 150*b*), we infer that the word ends with a vowel, and it is not necessary to write the vowel.

154. **Logograms.**—

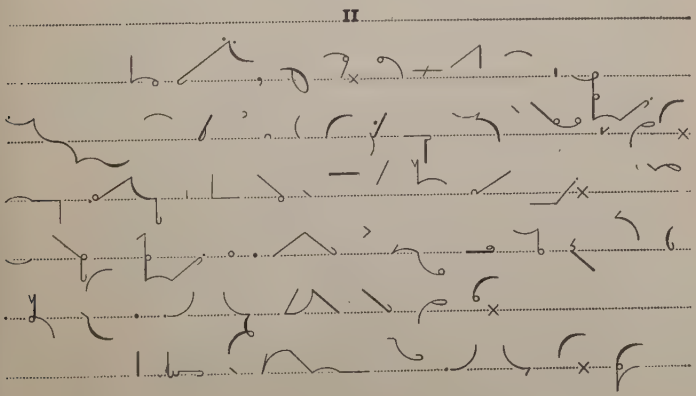
above, whatever, differ-ed, different-ce, whichever.

155. **Contractions.**— representative.

156. **Phrase.**— who-have.

157. **Business Letters.**—

Exercise LXVIII.



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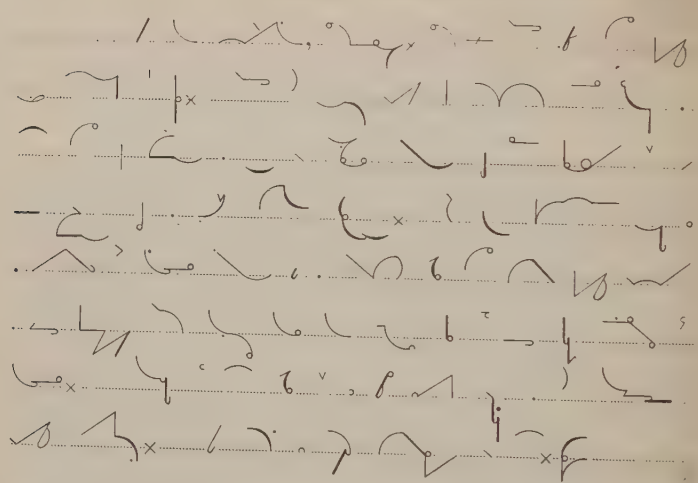

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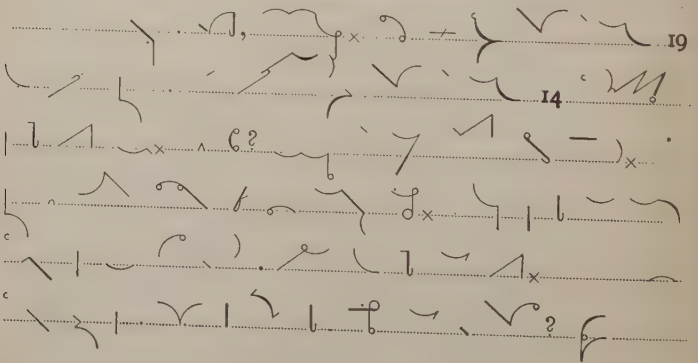


11

Mr. Thomas Harvey,
Worcester, Mass.

Sir:

Write me before next Tuesday morning, informing me just what you think your agency can do in the way of business before the last of the

year. Make it conservative, but take pains to give each item you are carrying. I must know positively on Tuesday morning, as a representative of the home office gave us notice he would be here then, and I desire to have a showing for this year which shall be above last year's.

Do whatever you can to help make a fine showing for the year.

Yours truly,

12

Mr. J. F. Murphy,
Syracuse, N. Y.

Sir:

I can adjust the loss at Rochester next Monday or Tuesday. I can see no way to reach it earlier, because we have had an important loss at Allegheny, and, owing to Nelson's being down sick, it is necessary I should go to Allegheny at once, and I shall leave this evening. I think, however, it will make no difference, as a representative of the Phoenix Company, who have a policy on this loss, will be at Rochester to-morrow, and he can take charge of our affairs for us for a few days, and we can divide the expense with the Phoenix. If you differ with me on this, I would suggest you write to David and see if he can go to Rochester right away. Whichever way you arrange will be satisfactory to me.

Yours truly,

13

Messrs. Abbott & Alden,
Memphis, Tenn.

Sirs:

We have your bill of November 19, for roofing tar, and on referring to your bill of November 14, we see you are charging us at a different rate now. How is this? No notice of any change of rate has been given us. The tar you ship seems to be just the same in both instances. If it had differed in any way, we should be at no loss to see a reason for a difference in the rate.

May we hope to hear at an early day why the difference exists in the two bills?

Yours truly,

Lesson XXXI.—The Shun-hook.

158. The Shun-hook.—The syllable commonly written in longhand *-tion* or *-sion* (and sometimes *-sian, -tian, -cion, -cian, -shion*) is represented in Phonography by a large final hook. This hook is attached to strokes as follows: (*a*) To curves, it is written on the concave side. See group 1. (*b*) To straight strokes, it may be written on either side with the following restrictions: (1) When the straight stroke is preceded by an appendage (circle, hook, or loop), or by a curved stroke with which it makes no angle, the *shun*-hook is written on the side opposite such preceding curve. See group 2. (2) When no such curve or appendage precedes the straight stroke, the *shun*-hook is written on the side opposite the accented vowel, which is always the vowel immediately preceding *shun* (see group 3), except after the strokes | | / \, to which it is written on the right side (see group 4). (3) When the *shun*-hook is written medially, that is to say, when it is followed by some other consonant, it may be written on either side of the stroke. See group 5.

159. Rule for the Use of Shun-hook and Sh-n-hook.—When *-shion* ends a word, use the *shun*-hook (see groups 1-4); except when it is preceded by two consecutive vowels one of which is accented, in which case the form ..ᒧ.. should in general be used (see group 6).

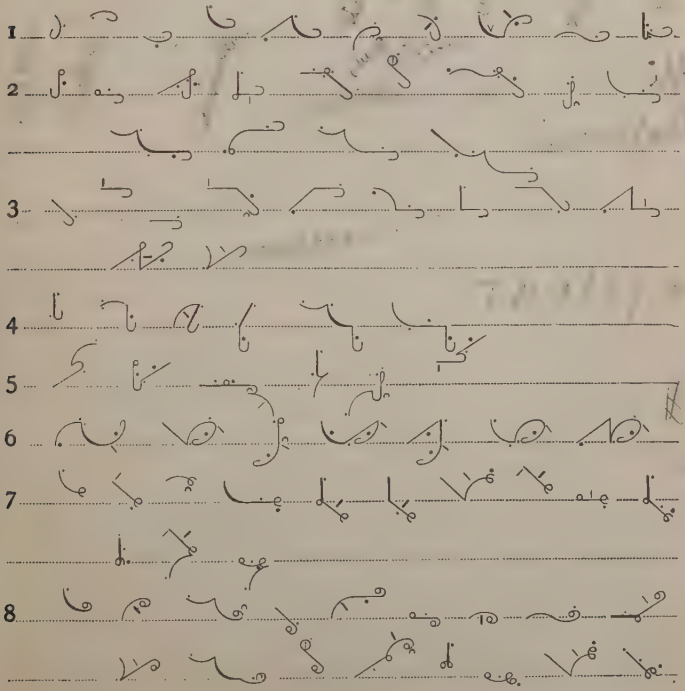
160. The Backward Shun-hook.—After the circle-*s* and the contracted *-ns* (see paragraph 139*b*), *-shun* is written as a small hook turned through the stroke. See group 7. The vowel *ĭ* is generally heard between *s* (*z*) and *shun* (as in *position*), and it may be regarded as the normal vowel,

which need not be actually written. The only other vowels heard in this relation are *ā* (as in *sensation*) and *ĕ* (as in *possession*). The former of these may be expressed by a heavy dot, and the latter by a light dot, placed beside the backward hook.

161. Shun-hook Combined with Circle-s.—The circle-*s* may be written within the *shun*-hook to indicate the plural. See group 8.

Exercise LXIX.

To be read and copied:



Exercise LXX.

To be written in Phonography:

1. Fashion, lotion, motion, fusion, invasion, collision, infusion, evasion, abolition, intimation, ascension, fascination.

2. Sedition, deception, hesitation, execution, section, exception, institution, location, fiction, vacation, benefaction.

3. Option, caution, occasion, cushion, adoption, education, irrigation, adoration, apparition, separation, rejection.

4. Edition, rotation, magician, optician, reputation, expedition.

5. Auctioneer, sectional, dictionary, cautionless, occasional.

6. Expiation, evacuation, attenuation, tuition, intuition, insinuation, humiliation.

7. Position, decision, accusation, supposition, indecision, annexation, dissuasion, imposition, sensation, taxation, compensation, musicianly.

8. Fashions, sessions, resolutions, options, fictions, stations, deceptions, actions, revisions, portions, occupations, distinctions, positions, impositions, possessions, condensations.

Lesson XXXII.—The Shun-hook.—Sentence-writing.

162. Logogram.— satisfaction.

163. Contractions.—

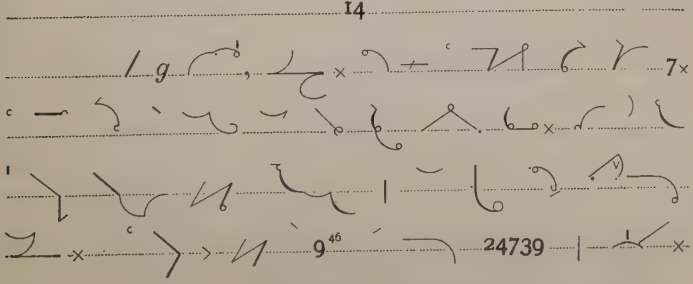
information, objection, subjection, representation.

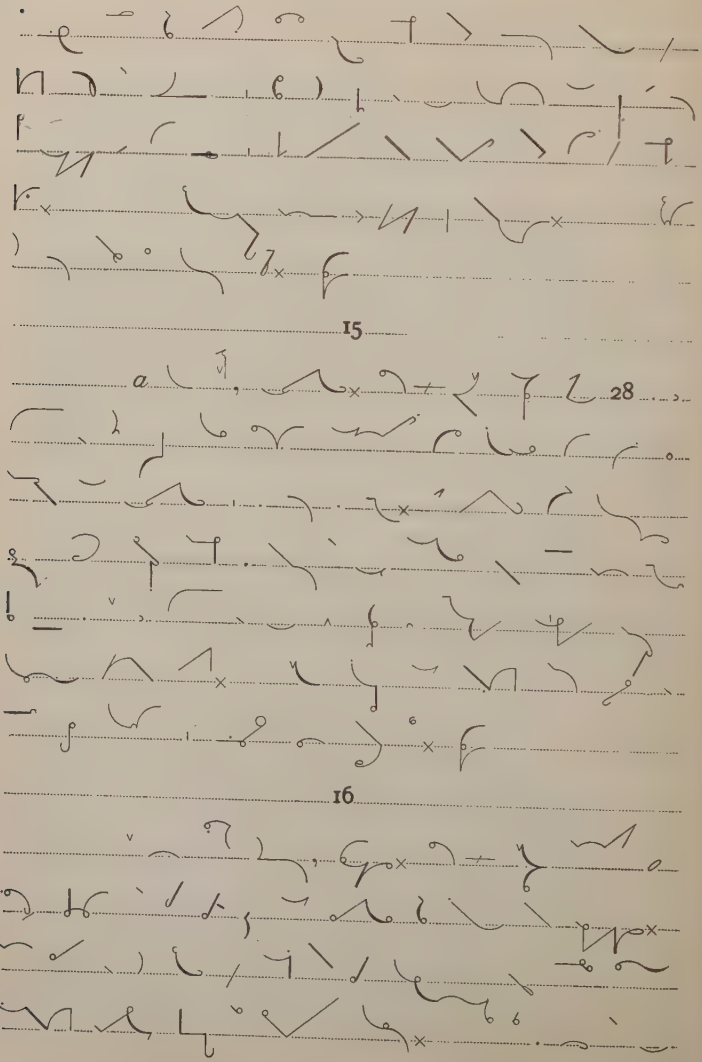
164. Special Form.— association.

165. Initials.—Write initials with the phonographic characters, except in the case of the letters *a*, *c*, *e*, *g*, *o*, *q*, *u*, *x*, in writing all of which the *small* longhand letters should be used.

166. Business Letters.—Omission of "Number."—In note-taking the word *number* may usually be omitted when it precedes a numeral and when its use is so clear that it will readily be supplied in the transcript. See in letter No. 14 below.

Exercise LXXI.

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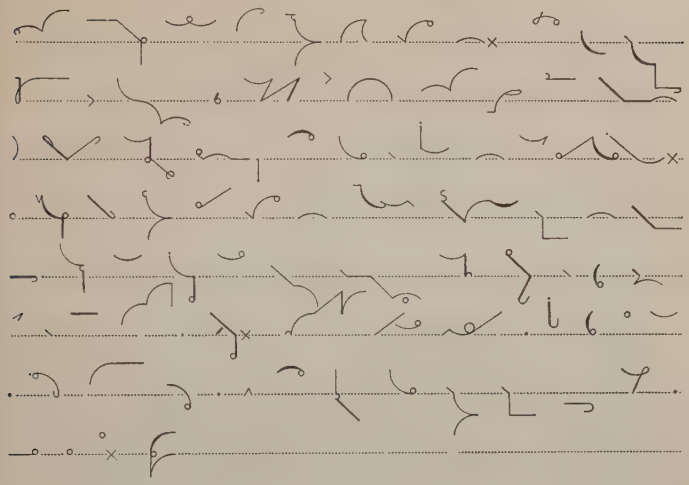


14

Mr. J. G. Loomis,
Chicago, Ill.

Sir:

We acknowledge receipt of yours of July 7. We give you herewith all information in the possession of this office respecting this case. You will see we have already paid the Buffalo charges, and we have never had any advices concerning the re-icing of the cars in Chicago. We object to the charge of $9.46 on car No. 24,739 at Omaha. The excessive cost of this re-icing seems to have been caused by the car being much delayed west of Chicago, but as this was due to no failure in duty on our side, no charge should lie against us, but it should rather be borne by the line which caused the delay.

We have no objection to make to the charge at Buffalo.

We think you will see our position is fair and just.

Yours truly,

15

Mr. A. F. White,
New Haven.

Sir:

I shall be in your city on January 28 and would like to see you at your office as early in the morning as your convenience will allow, as I can be in New Haven but an hour and a half. On the representation of your foreman as to the way the machine has been doing, I caused a pair

of new knives to be given to him a few days ago, and I would like to know how they suit you, and, if they are unsatisfactory, to arrange for something which will be right. I have confidence in the ability of our house to give you satisfaction, if you will but exercise some patience with us.

Yours truly,

16

I. M. Smith, Esq.,
Los Angeles.

Sir:

I have yours of March 1 concerning the dismissal of John Jones, who was in the service of this company up to Saturday last. I am sorry to say we have been much annoyed by Jones for several months past, because of his seeming inability to receive the dictation of his superior officer. He is a man of no small capacity in his own line, and we feel loath to lose him. He seems, however, to have taken a dislike to the foreman who is in charge of the lower mill, and last week became so stubborn in disposition as to make it impossible for us to continue him in the service of the company. As I have said above, we feel sorry to lose him, and even now we would be willing to take him back again if we had any confidence in his power to keep himself in due subjection to those to whom he ought to give loyalty and obedience. You will readily recognize how necessary a condition this is in a concern like ours, and how impossible it would be for us to fail to take action in such a case as his.

Yours truly,

Lesson XXXIII.—The Small W-hook.

167. The Small W-hook.—A small hook at the beginning of and represents *w*. The *w*-hook is written with involute motion before (see group 1) and on the concave side of the curves (see group 2).

168. Vocalization of Outlines Containing the W-hook.—Vowels must always be written and read with reference to the stroke, and not to the hook, to which a vowel can never be placed.

169. Rules for Writing the Stroke and Hook Forms of W.—When a word begins with *w*, and the next following consonant is *l*, *ray*, *m*, or *n*, use the *w*-hook (see groups 1 and 2); except when the *w* is followed by two consecutive vowels one of which is accented (see group 3). When a word begins with a vowel, followed by *w*, use the stroke. See group 4.

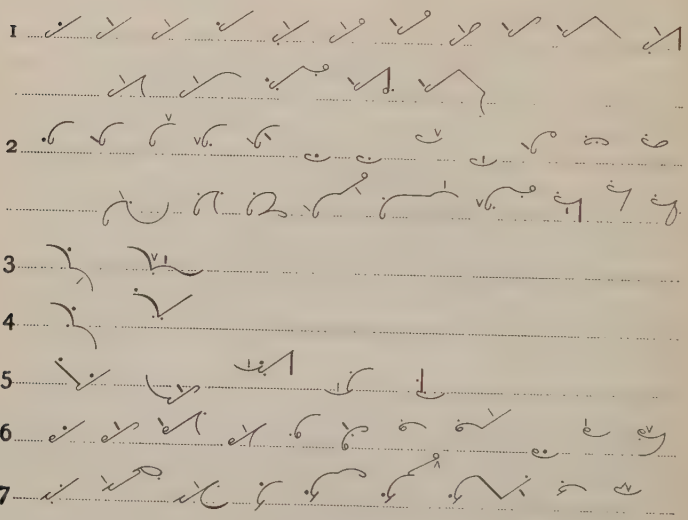
170. Medial Use of the Small W-hook.—The small *w*-hook is most useful at the beginning of words, but it may be used in the middle of outlines if better forms are secured by such use. See group 5.

171. S before the W-hook.—When *s* precedes *w* it may be represented by the small circle written within the hook. See group 6.

172. Hw.—When *h* precedes the *w*-hook it may be indicated by the tick, which may be written upward or downward according to convenience. See group 7, and compare paragraph 71.

Exercise LXXII.

To be read and copied:



Exercise LXXIII.

To be written in Phonography:

1. War, wire, wary, wiry, wares, wires, worn, worried, work, worship, warden, warranty, war-horse.

2. Wail, wool, wooly, willow, ween, win, wan, winnow, won, Wales, woolen, wince, wolf, wealth, Welsh, William, Wilson (downward-*l*), welfare, windy, window, wench, windier, wantonness.

3. Wooer, Wianno.

4. Aware, aweary.

5. Outworn, unworthy, unworn, unwelcome, Irwin.

6. Swore, swarm, swarthiness, swell, swallow, swallowed, swam, swimming, swoon, swine.

7. Wharf, whirl, wheel, while, whelp, whale-bone, whaler, whimsical, whinny.

Lesson XXXIV.—The Small W-hook. —Sentence-writing.

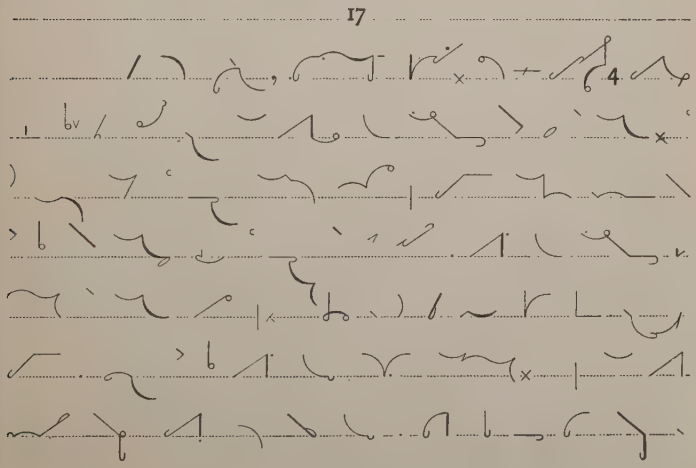
173. Logograms.— where, when, woman, while, whence.

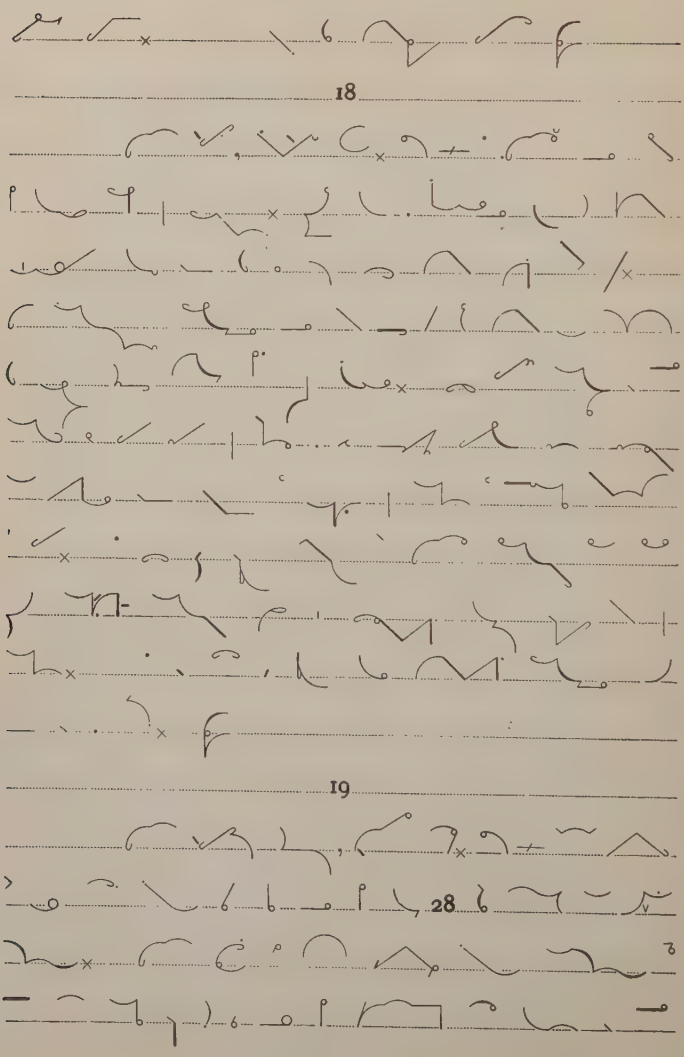
174. Contractions.— whensoever, wherescever.

175. Phrases.— we-are, we-are-in-receipt (of), we-remain, with-reference (to), with-respect (to), we-will, we-may, we-must, we-know.

176. Business Letters.—

Exercise LXXIV.

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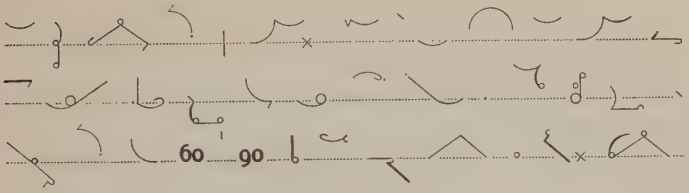


17

Mr. J. W. Wolf.
Wilmington, Del.

Sir:

We are in receipt of yours of the 4th, with reference to the oak ties which you wish us to have in readiness for inspection by the first of November. We see no way in which we can have any of our mills at work in time to make up all the ties by November 1; but we know we can have them all on the wharf and ready for inspection before the month of November runs out. It is impossible to say just how long it will take to finish the work, and we may have all the ties ready for you early in the month. At any rate, you may rest positive we are doing our best for you, and we will do whatever can well be done to hasten the work.

Hoping this will be satisfactory, we remain

Yours truly,

18

Mr. William Warren,
Peoria, Ill.

Sir:

The Williams case has been set for next Wednesday at one p. m. We shall ask for a continuance of the case, however, so it will be unnecessary for you to come then, as our motion will be allowed by the judge. We will inform you whensoever the case comes up again, which we think will be no earlier than next fall, so you can leave the city at your convenience. We must warn you, nevertheless, to give us information as to where you are at all times, and how we can reach you wheresoever you may be, and you must be in readiness to come back, with no delay, at any time we give you notice by mail or wire. The woman who was to testify on behalf of Williams has never been seen since she was in Toledo in February last, but we must be ready for her to turn up at any time. The two women who testify for us will be ready whenever the case shall come to a hearing.

Yours truly,

19

William Warner, Esq.,
Lawrence, Mass.

Sir:

I am the representative of the United States Mining Company, which has its case set for the 28th of this month in Cheyenne, Wyo. William

Wilson is the lawyer who represents the company in Wyoming, and he has given me notice to-day, saying he has cases set which will make it impossible for him to give us any assistance with respect to the hearing at Cheyenne. I know of no lawyer in Cheyenne who can give the necessary attention to this case for the United States Mining Company, and in these circumstances ask you to postpone the hearing for sixty or ninety days, when we can be represented as we ought to be.

Yours respectfully,

Lesson XXXV.—The L-hook.

177. Double Consonants—L-series.—*L* may combine with a preceding consonant so as to unite closely with it in a single syllable. Such double consonants are heard at the beginning of such words as *play, blue, fly,* etc.

178. The L-hook.—(*a*) These double consonants formed by *l* are represented in Phonography by attaching a small initial involute hook to the stroke consonant that precedes the *l*. The *l*-hook is regularly attached to the following strokes only: *pl*, *bl*, *tl*, *dl*, *chl*, *jl*, *kl*, *gl*, *fl*, *vl*, *thl*, *dhl*, *shl*. (*b*) *Shl* is always written upward and never stands alone, but must be joined to some other stroke, as it would otherwise be read *shn*. (Compare paragraph 136.) (*c*) These double consonants must be considered as indivisible compounds in which the hook does not separately represent *l*. In speaking of them, each should be *named* by a single syllable. Thus: is *pl*, and should be named by the sound heard in the second syllable of the word *ap-ple*, and not *pee-el*, which would indicate .

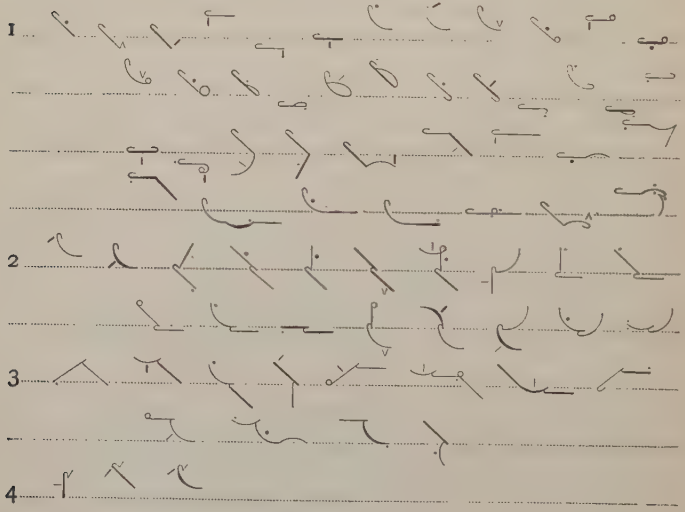
179. Rules for the Use of the L-hook and the Stroke-l.—(*a*) When no vowel occurs between *l* and the preceding consonant, use the hook. See group 1. (*b*) When a distinct vowel is heard between *l* and the preceding consonant, the stroke-*l* must be used, as in *pole*, *keel*, etc. (*c*) When an unaccented short or obscure vowel is heard between the *l* and the preceding consonant, the *l*-hook is used and the vowel is not expressed. See group 2.

180. Imperfect Hooks.—When the *l*-hook appears in the middle of an outline, it can not always be made perfect in form, but must sometimes adapt itself to the preceding stroke as a slight offset retraced on the preceding stroke so as more or less closely to resemble the form of the perfect hook. See group 3.

181. Tick-h before L-hook.—The tick-*h* may be used before *l*-hook double consonants whenever it can be conveniently joined. See group 4.

Exercise LXXV.

To be read and copied:



Exercise LXXVI.

To be written in Phonography:

1. Plea, ply, blow, clay, glee, glue, flay, flew, please, blaze, close. fleece, flows, classes, blest, fleeced, plaster, plan, clean, glean, flown, cliff, completion, pluck, plum, blot, bleach, clip, clutch, cloth, climb, clear, glare, flame, fluffy, blossom, flax, planet.

2. Apple, eagle, evil, Ethel, tipple, maple, stubble, legible, chattel, dawdle, chemical, obstacle, bugle, shuffle, muffle, devil, weevil, official, special.

3. Couple, gobble, terrible, battle, Mitchell, shackle (upward-*sh*), uncle, wriggle, reflect, level, snuffle, novel.

4. Huddle, hobble, hovel.

Lesson XXXVI.—The L-hook.—Sentence-writing.

182. Logograms.— people-d, able, belong-ed, balance, belief-ve, tell, till, until, twelve, deliver-ed-y, call, difficult-y, full-y, follow-ed, value-d.

183. Contractions.— capable-ility, California.

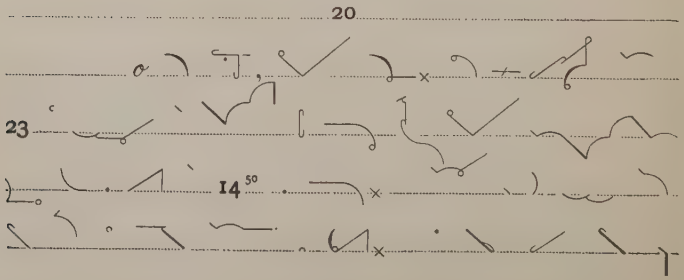
184. Phrases.— please-advise, we-inclose, first-class.

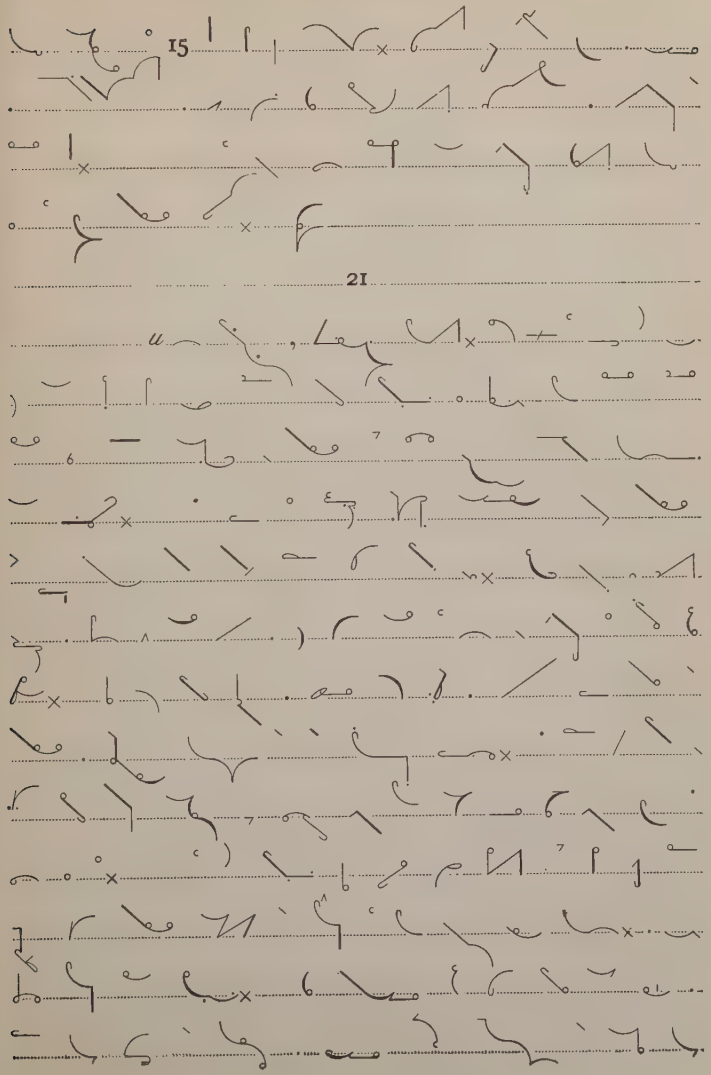
185. Special Forms.—

oblige, inclose, inclosure.

186. Business Letters.—

Exercise LXXVII.

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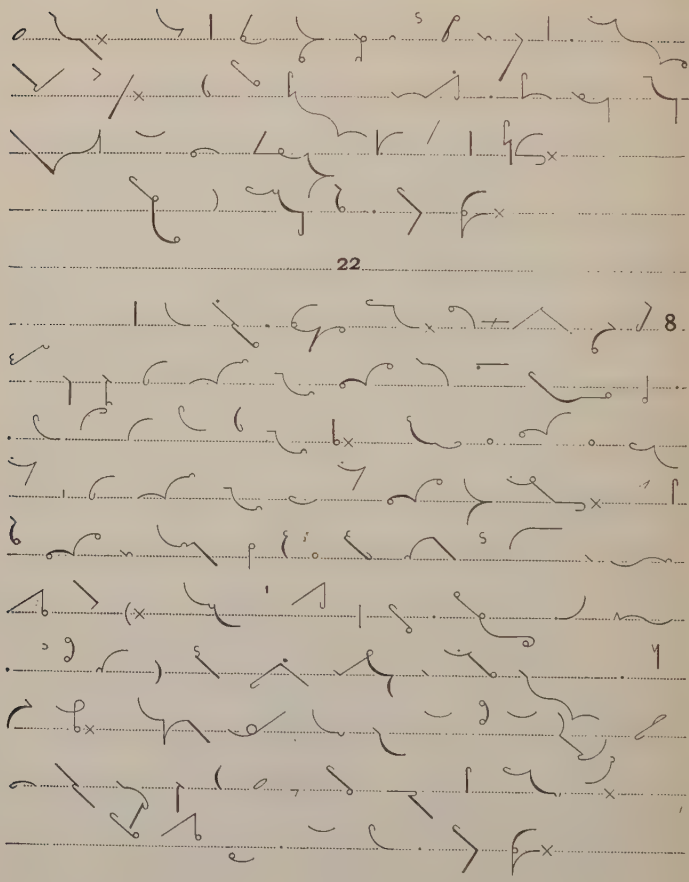

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8

20

Mr. O. W. Clayton,
Superior, Wis.

Sir:

We are in receipt of yours of May 23, with inclosure of bill of lading, twelve cars wheat flour, Superior to Mobile, Ala., asking us for a rate of $14.50 a car. I am sorry to say no one of our people here is capable of making you this rate. The best we are able to do for you in this office is $15 delivered at Mobile. We will write to General Hop-

ple, however, and inclose a copy of the bill of lading, and should he allow this special rating, you will receive a rebate of $6.

We hope we may succeed in obtaining this rating for you, as we value your business highly.

Yours truly,

21

Mr. U. M. Playfair,
Jacksonville, Fla.
Sir:

We can see no use in waiting till next week upon Blackie, as it is now fully six weeks since he has given any attention to business, and he seems to have no capability for making any exertion. The difficulty is with Clancy, of Atlanta, in closing up the business of the glue company by buying the stock still belonging to you. We have been hoping you would write to Clancy and tell him how things are, and use your influence with him to obtain his compliance with this suggestion. It is our belief it would be a first-class way of adjusting a rather difficult piece of business and of disposing fairly of all conflicting claims. The stock which belonged to Healey has been bought in this way, and the same plan should be followed in your case, and yours should be valued the same as his. We saw Blackie at his house last Saturday, and he said he had been sick and had placed the whole business in charge of Floyd, with full power to sign for him. And now it seems Floyd is in Savannah. This being the case, we think we will place in the "Sun" a call for the election of officers, and we inclose herewith a form of notice for the 1st of February. If the day chosen fails to suit you, we would suggest to you to change it, and inform us by wire of the change. Then please deliver the form to Martin and tell him to sign it and have it published in some Jacksonville daily, each day until the day of the election.

Please advise us when you have done all this, and oblige

Yours truly,

22

Mr. D. F. Peebles,
Los Angeles, Cal.
Sir:

Replying to yours of June 8, we wire you to-day to tell you we will mail you a few samples of our key blanks at once, and a full line will follow within a few days. We have none as small as one-half inch, but we will mail you a few one-inch samples for your inspection. On the delivery of these samples to you, if you should be satisfied with them as we believe you will be, we would like to name you rates by the thousand. If you have already written out plans and specifications, showing how many and what sizes you will use, we would be happy to receive them, to enable us to form an idea of your necessities. If it will be necessary for you to have any sizes in especial haste, we may be able to arrange to deliver them first, and the balance can be delivered whenever you wish.

Please write us soon and in full, and oblige

Yours truly,

Lesson XXXVII.—The R-hook.

187. Double Consonants.—The R-series—Just as does *l*, so may *r*, unite closely with preceding consonants to form a series of double consonants.

188. The R-hook.—The double consonants of the *r*-series are represented by attaching a small initial evolute hook to the following strokes: *pr*, *br*, *tr*, *dr*, *chr*, *jr*, *kr*, *gr*, *fr*, *vr*, *thr*, *dhr*, *shr*, *zhr*.

189. R-hook on Curved Strokes.—It will be noticed that the combinations of the *r*-hook with *f*, *v*, *th*, *dh*, are somewhat irregularly formed. These curved *r*-hook strokes, however, agree exactly with the related straight strokes in this respect—that the *r*-combinations are simply the corresponding *l*-combinations inverted. If *pl* be made of a piece of wire and then turned over, it becomes *pr*. In like manner *fl*, turned over, becomes *fr*; *vl* becomes *vr*; *thl* becomes *thr*; *dhl* becomes *dhr*.

190. Rules for the Use of the R-hook and the Stroke-r.—(*a*) When no vowel occurs between *r* and the preceding consonant, use the hook. See group 1. (*b*) When a distinct vowel is heard between *r* and the preceding consonant, the stroke *r* must be used, as in *pair*, *tire*, etc. (*c*) When an unaccented short or obscure vowel is heard between the *r* and the preceding consonant, the hook is used and the vowel is not expressed. See group 2.

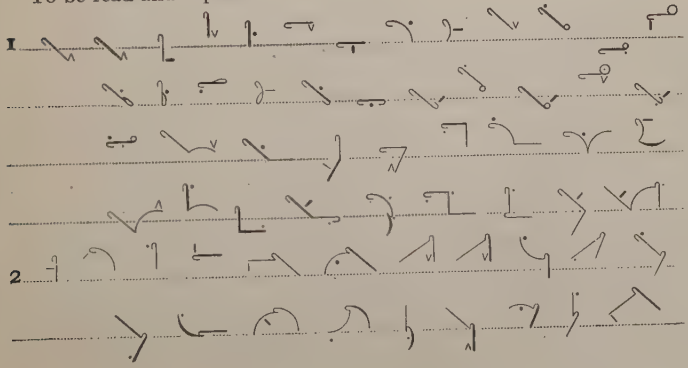
191. Imperfect Hooks.—Like the *l*-hook (compare par. 180), the *r*-hook, when in the middle of an outline, must sometimes adapt itself to the preceding stroke, forming an imperfect hook. See group 3.

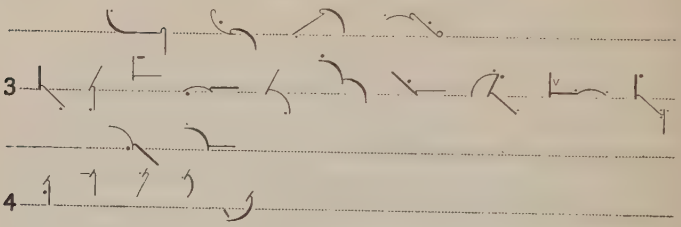
192. Tick-h before R-hook.—The tick-*h* may be joined to an *r*-hook double consonant whenever convenient. See group 4.

193. Mnemonics for L- and R-hooks.—If the *L*eft hand be held up with the first finger crooked, the outline of *tl* will appear, and by turning the hand in the various directions of *p*, *t*, *ch*, *k*, all the double consonants of the *l*-hook series will be formed. In like manner, the *R*ight hand will give the *r*-hook series. It may also be remembered that involute motion, with which the *l*-hooks are formed, is "*L*eft-hand" motion, and the evolute motion, which forms *r*-hooks, is "*R*ight-hand" motion.

Exercise LXXVIII.

To be read and copied:





Exercise LXXIX.

To be written in Phonography:

1. Pray, brew, tree, try, draw, crow, gray, free, fry, shrew, bray, praise, trace, dresses, phrases, breast, dressed, frost, prune, train, frown, brave, grieve, thrice, across, address, oppress, preach, bridge, trip, drought, crawl, freak, thread, prop, breathe, crumb, bright, driven, prepare, trustee, Africa, poetry, fabric.

2. Upper, acre, ether, usher, utterly, reaper, clapper, blubber, patter, totter, pleader, poacher, gager, rocker, sugar (upward-*sh*), coffer, bother, fisher, fiber, labor, leisure, knocker, spatter, clever, improper, increase.

3. Toper, jobber, poker, dagger, defray, Dover, wafer, checker, outbreak, tiger, taper, joker, tether.

4. Heater, hatter, hider, huger, heather.

Lesson XXXVIII.—The R-hook.—Sentence-writing.

194. Logograms.— principle-al, appear, practise-cal, remember-ed, number-ed, truth, dear, doctor, during, duration, care, from, very, every, over, three, there, their, either, other, sure, pleasure.

195. Contractions.— danger, probable-y. Contract also all words beginning with the syllable *trans-* by omitting the *n*. Thus, *transit*, *transaction*.

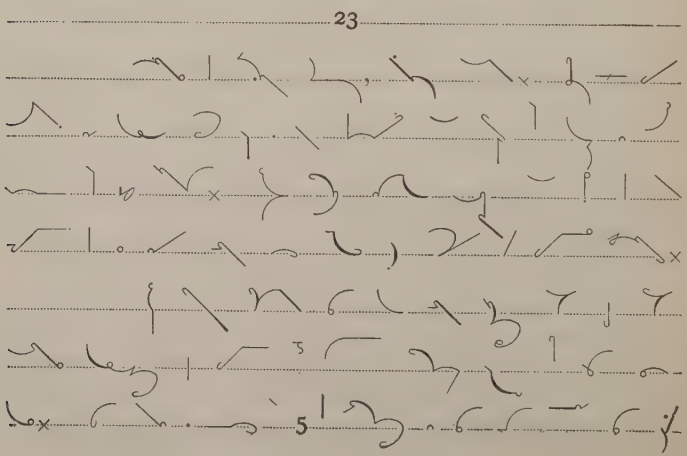
196. Special Forms.— April, bushel, barrel.

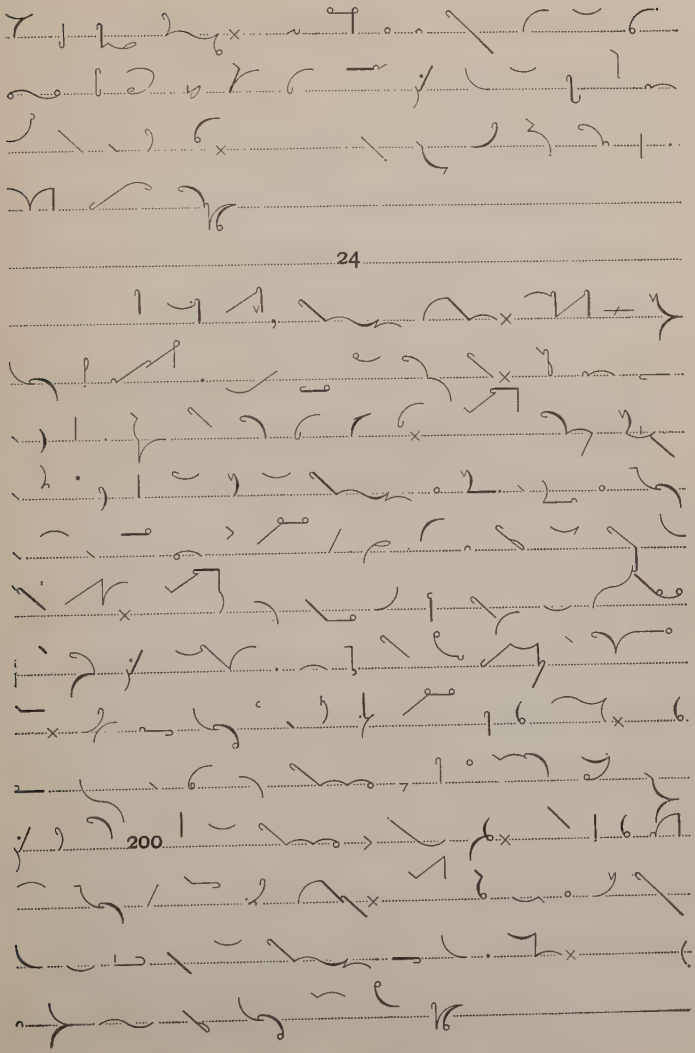
197. Phrases.— dear-sir, regret-to-say, truly-yours, very-respectfully, very-truly, of-either, of-their, of-other.

198. Business Letters.—Titles.—The dictater of a letter will often in giving the name of a railroad follow the colloquial practise of mentioning the initials of its name, or, sometimes, merely a part of them. In such cases it is usually

more convenient for the amanuensis to write down these initials in longhand (for greater brevity using the small letters instead of the capital forms) than it is to write the full title of the railroad company in phonographic characters. In transcribing the notes, judgment will have to be exercised to carry out the intentions of the dictater. The initials may be retained in certain cases in the typewritten letter, or they may have to be expanded to the fully-written title of the company in others, according to the nature of the letter—it being necessary, of course, to write out in full in formal, and especially in legal, communications. For the informal usage see the abbreviations of the names of the Boston & Albany Railroad and the New York, New Haven & Hartford Railroad in letter No. 25 below. The same method will sometimes apply to names of other corporations and even of firms.

Exercise LXXX.

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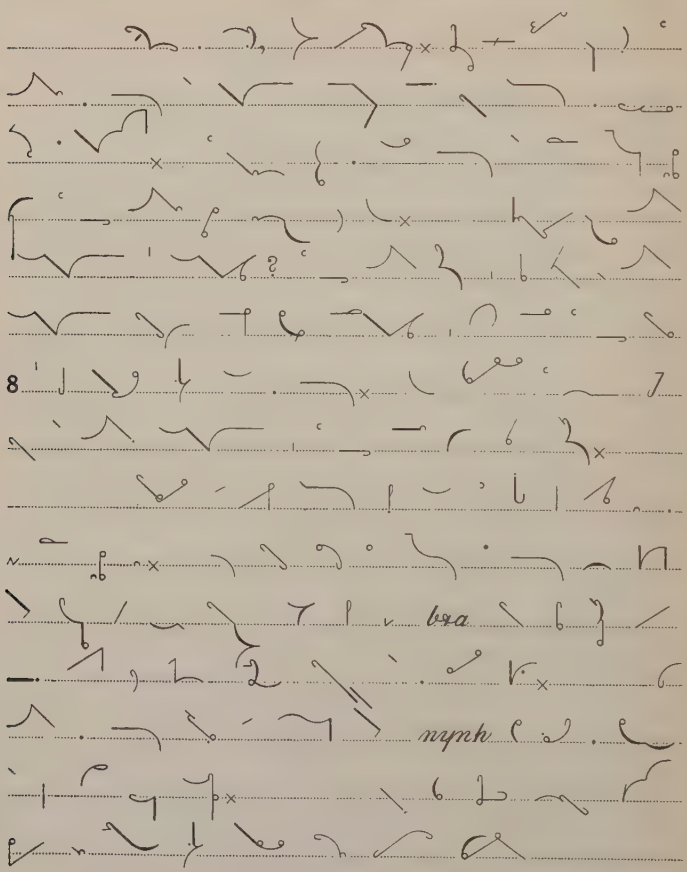


23

Ambrose T. Harper, Esq.,
Beaver, Nebraska.

Dear Sir:

We are shipping you the fencing machine to-day, and hope it may arrive in plenty of time for the use you wish to make of it before the 1st

of April. We feel very sure you will have no trouble in setting it up and working it, as you are a practical man and have been using machinery which works on the same principle.

We think it probable there will be sale for a number of other machines in your town, when your neighbors have seen the machine at work, and we would like very much to have you try to sell some for us. We will pay you a commission of $5 on every machine you sell, and will give you the sole agency in your town during the next three months. Should you succeed, as you probably will, in selling as many as twelve machines before the 1st of July, we will give you the agency for any duration of time you may wish up to three years.

Hoping to have the pleasure of hearing from you at an early day, we remain

Very truly yours,

24

Dr. Andrew Rider,
Birmingham, Ala.

My dear Rider:

I have your favor, stating you are in receipt of a narrow glass sign from our people. I trust you may care to use it, and I think it will appear very well on your wall. I regret very much I was unable to see you the other day, when I was in Birmingham, as I was going to ask you as a favor to me to give us some of the risks which last year you placed in the Prudential, if I remember rightly. I regret to say our books show we had practically no business at all from your agency in April and May, and it would appear as if you were in danger of overlooking us altogether. Surely you can favor us with two or three additional risks during this month. This would go far to swell our premiums, and the truth is I am very anxious to have your agency throw over $200 in premiums to the company this year. By doing this you will do me a favor, which I can assure you will be remembered. I write all this now as I shall probably have no occasion to be in Birmingham again for a long time.

Thanking you for your many past favors, I am as ever

Truly yours,

25

Messrs. Overman & Mather,
Fall River, Mass.

Dear Sirs:

We wire you to-day, saying we ship you a car of bulk cabbage, giving number of car, and we inclose herewith the bill of lading. We hope you may think this a nice car of stock, and if it suits your trade, we can ship you as much as you may have use for.

Do you prefer to have us ship in bulk or in barrels? We can ship either way, but it is cheaper to ship in bulk, principally because it

saves the cost of the barrels, but also because we can place eight or ten bushels additional in a car. For these reasons we make a general practise of shipping in bulk, but we can give you your choice of either way.

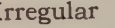
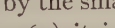
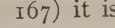
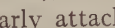
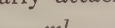
Please wire us on receipt of car, stating in what condition it reaches you and how the stock suits you. Our principal concern is a fear the car may be delayed by the floods which now prevail in your state, but the B. & A. people tell us all their trains are going right through on time, and there is no probability of a serious delay.

We will ship a car of apples on Monday by the N. Y., N. H., as they assure us a saving of at least one day in transit.

Hoping this transaction may prove wholly satisfactory to you, and bring additional business from you, we remain

Yours respectfully,

Lesson XXXIX.—Irregular Double Consonants.—Intervocalization.

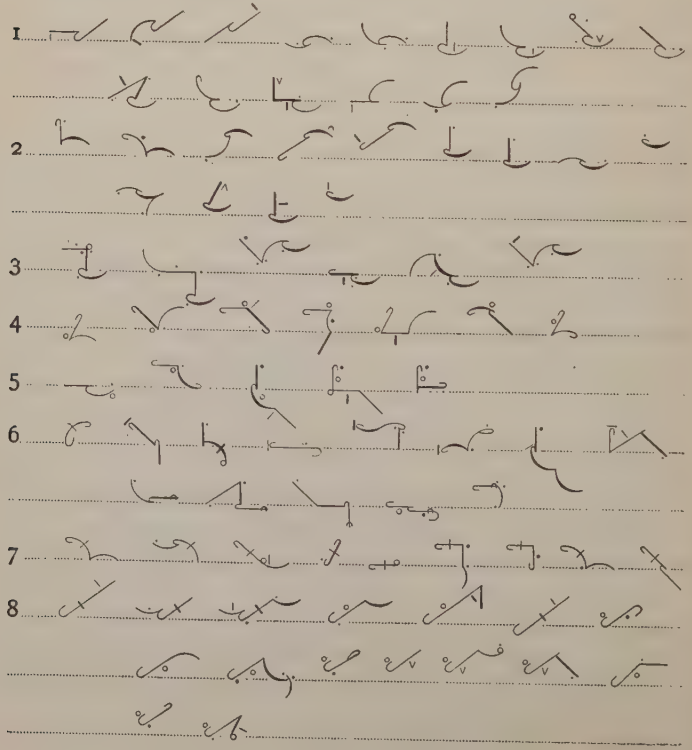
199. Irregular Double Consonants.—Since *w* is represented by the small initial hook, attached to , (see par. 167) it is evident that the *l* and *r* hooks can not be regularly attached to these strokes. The combinations *rl*,  *ml*, *nl*, and  *lr* are therefore distinguished by making the hook large (see group 1 below), and the combinations  *mr* and  *nr* by shading the stroke (see group 2). A large *l*-hook is also attached to *ng* to read  *ngl*. See group 3.

200. Intervocalization of Double Consonants.—(*a*) Strict adherence to the rules given in paragraphs 179*b* and 190*b* would sometimes lead to the use of relatively long and awkward outlines, which might be avoided could a vowel be written so as to be read between the two consonants of a double consonant. In such cases intervocalization may be expressed as follows: (*b*) A small circle *before* a double consonant stroke represents a heavy dot-vowel read *between* the consonants (see group 4); (*c*) *after* the stroke it represents a light dot-vowel (see group 5). (*d*) The dash-vowels, both heavy and light, and the diphthong and coalescent-signs are struck *through* the double-consonant stroke. See group 6. Should the first- or third-place dash interfere with an initial or final hook or circle, place it just before the beginning, or just after the end, of the hooked stroke. (*e*) An intervocalized *r*-hook sign is regularly used in writing words like those in group 7, in which the vowel is an accented *ŭ*. (*f*) Words beginning with *r-l* are also regularly written with

intervocalized forms. See group 8. (*g*) Intervocalized double consonants may be used for any of the following reasons: 1. To avoid the use of an obtuse angle; as in *direct, Carthage, border.* 2. To avoid the descent of an outline below the line of writing; as in *charm, chairman.* 3. To avoid unnecessary checks in an outline; as in *marble, Calvin.* 4. To avoid awkward and unbalanced joinings; as in *develop, devolve.*

Exercise LXXXI.

To be read and copied:



Exercise LXXXI*a*.

To be written in Phonography:

1. Ferule, spiral, carol, ruralness, camel, animal, penal, channel, final, penalty, kennel, nominal, signal, color, cooler, killer, scholar.

2. Plumber, clamor, grammar, rumor, former, schemer, calmer, banner, tanner, assigner, minor, tenor, funeral, trainer, generous.

3. Absorbingly, alarmingly, alluringly, grudgingly, shufflingly, sparingly.

4. Partial, bargain, barter, cardinal, cartoon, darling, chairmanship.

5. Paralyze, direction, locality, analogy, telephone.

6. Correct, collect, authority, Gordon, corporation, divulge, portray, moral, porcelain, agriculture, circular, capture, lecture, culture.

7. Nerve, occur, attorney, burden, church, curse, verb, burglar, learn.

8. Roll, rolling, unroll, rail, railway, rule, rulable, relative, relish, release, releasing, relied, reliably, relic, religion.

Lesson XL.—Irregular Double Consonants.—Sentence-writing.

201. Logograms.— only, unless, Mr. remark-ed-able-y, more, near, nor, real-ly.

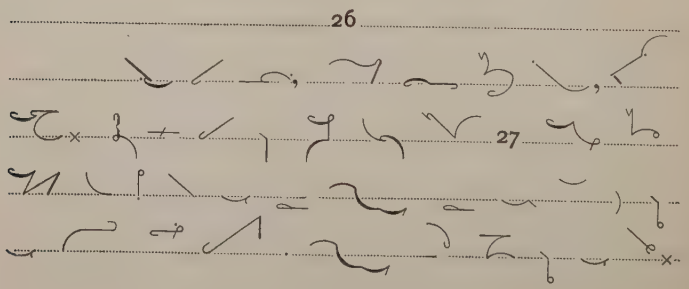
202. Contractions.— character, characteristic, commercial-ly, necessarily.

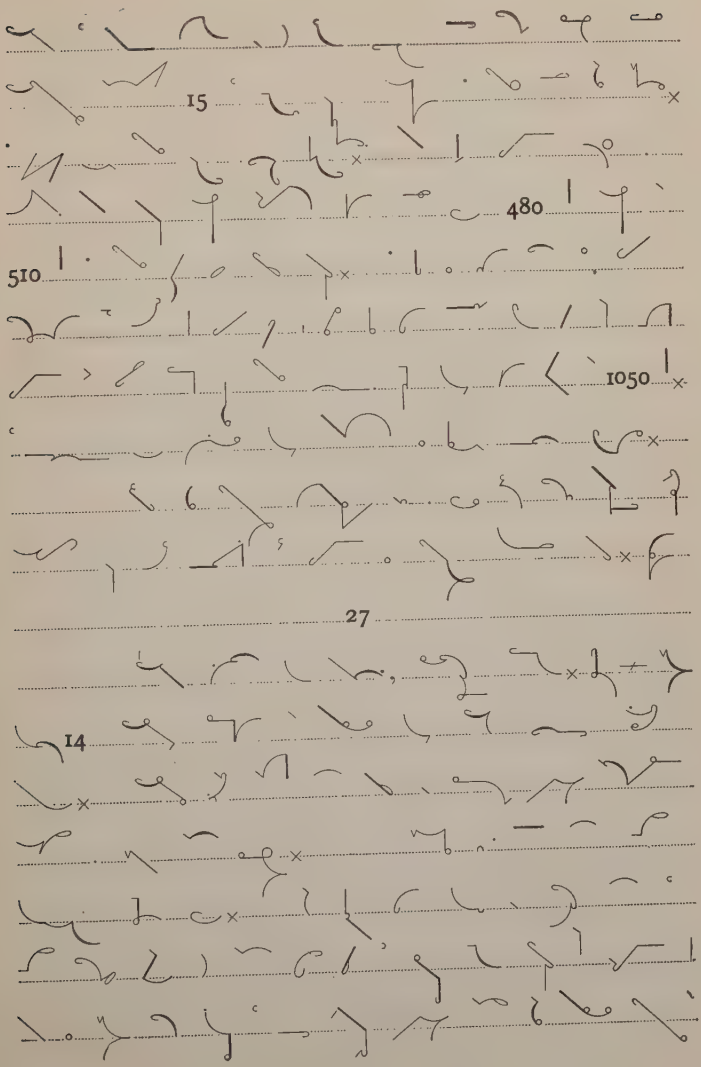
203. Special Forms.— America, American. quality.

204. Phrases.— in-our, in-receipt (of), in-reference (to), in-reply (to), in-respect (to), in-response (to), North-Carolina.

205. Business Letters.—

Exercise LXXXII.

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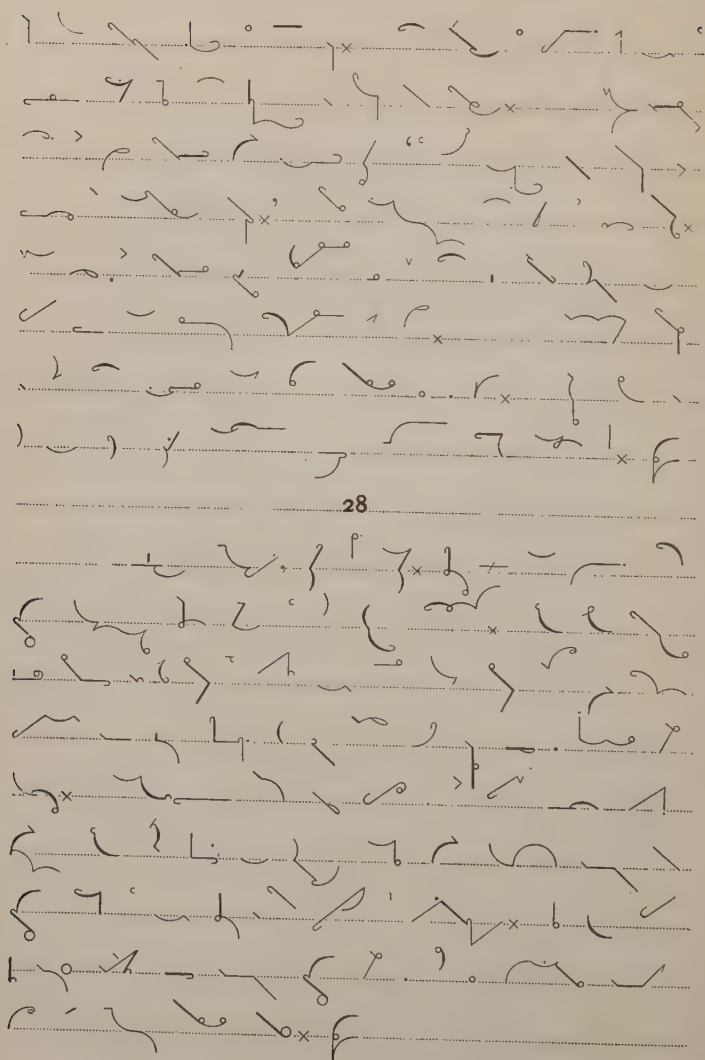

28

26

Mr. Abner H. Campbell, Manager,
American Ice Machine Company, Raleigh, N. C.

Dear Sir:

We are to-day in receipt of your favor of April 27, in reference to the items in our charge for setting up new stack, moving the stack now in use to its new location across the railroad, and moving the iron column to its new position. In reply, we beg leave to say we have carefully gone over the sixth clause in our proposition of March 15, with a view to determining in detail the precise cost of these items. The charge now appears to have been more than it should have been. By doing the work ourselves and shipping by boat instead of railway it will cost us only $480 instead of $510, the price which was first placed upon it. The difference, as you will remark, is really very small, and we wish it were larger; but such as it is, we will give you the full advantage of it, and will do work of the highest quality at this price, making a total for the whole job of $1050. We can make no allowance for the boiler, as it is now commercially valueless.

We believe this proposal will be satisfactory to you, and unless we hear from you by telegraph on Thursday in relation to it, we shall go ahead with the work as previously fixed upon.

Yours truly,

27

Hon. Elmer F. Palmer,
San Francisco, Cal.

Dear Sir:

I have your favor of the 14th in respect to the schedule of business for the North American Insurance Company. In response, I assure you I will do my best to secure the renewal of every risk in the list, and I hope I may be successful. I notice you give me a list for November and December only. I think it would be well for you to furnish me with a list from the first of January, so I may learn just what is to be done and have plenty of time to work it up, as I feel every confidence we can obtain the renewal of most of this business, perhaps all of it, if proper attention is given to it. Mr. Bonner is working on it now with characteristic energy, and it is my determination to follow it up personally.

I fail to grasp the meaning of the last paragraph of your communication, which says, "We wish no attention to be paid to the claims of any person upon it." Please inform me just what you mean by this. I know most of the brokers who place these risks, and, as I remarked before, I believe there should be no real difficulty in securing every risk on the list.

I am much pleased to see the remarkable increase in the year's business as a whole. I think it is safe to say no other agency in America can show a like growth in the same time.

Yours truly,

28

Messrs. O'Connell & Farrell,
Jersey City, N. J.

Dear Sirs:

In looking over your balances for the months of December and January, we see they have been remarkably small. We have, on several previous occasions, spoken to you on this subject, and we write you now because if the subject of loans to your firm were now to come before our directory, they would be almost sure to decide against a continuance of such favors. In view of the character of our past relations, and of the high commercial rating of your firm, we have hitherto taken no especial notice of your failure to keep up your balances, nor do we now desire to appear harsh or arbitrary. It is, however, really due to ourselves to urge you again to keep your balances of such a size as will enable us to carry the loans on a fair business basis.

Yours truly,

Lesson XLI.—Triple Consonants.—Spl-series.

206. Triple Consonants.—When *s* precedes a double consonant, a triple consonant is formed, as heard at the beginning of the words *splash*, *spray*, etc. This is expressed in Phonography by writing the circle within the hook. Those triple consonants formed by writing *s* within the *l*-hook are said to belong to the *spl*-series of triple consonants.

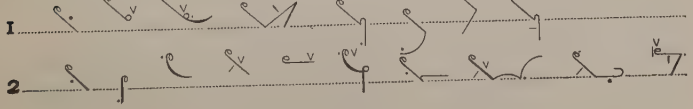
207. Vocalization of Triple Consonants.—When a vowel is written after a triple consonant, it is read last (see group 1); but when it is placed before, it is read after the *s* and before the double consonant (see group 2).

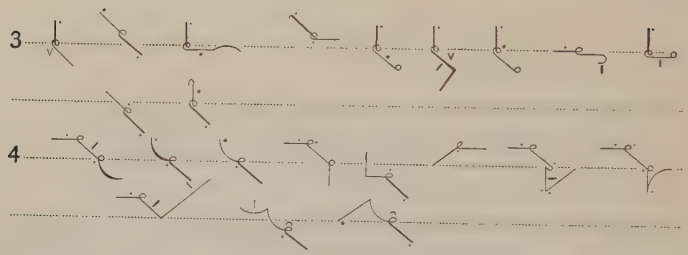
208. Medial Triple Consonants.—Triple consonants are frequently found in the middle of words, and in such cases the circle may represent *z* as well as *s*. See group 3.

209. Imperfect Triple Consonants.—When a circle is written within an imperfect double-consonant hook (see paragraph 180), the circle can not be perfectly formed and written completely within the hook. It must, in such cases, be lengthened into a loop so as to indicate the hook as distinctly as possible. See group 4.

Exercise LXXXIII.

To be read and copied:





Exercise LXXXIV.

To be written in Phonography:

1. Splay, spliced, splicer, splash, splasher, spleen, splotchy, splutter.

2. Supple, settle, sickle, satchel, civilize, civilizing, sublime, sublimity, cyclopedia, settler.

3. Display, discipline, noticeable, classical, physical, plausible, exclaim, pressingly, disbelieve, displaced, possible.

4. Explore, explosion, visibly, fusible, explain, invisible, encyclopedia, explanation, exploration, ineffaceable, refusable.

Lesson XLII.—Triple Consonants.—Spr-series.

210. Spr-series.—Triple consonants formed by writing *s* within an *r*-hook are said to belong to the *spr*-series. They are vocalized precisely like those of the *spl*-series. Compare par. 207, and see group 1.

211. Spr-series Medial.—When the triple consonants of the *spr*-series are written medially, the circle may represent *z* as well as *s*. See group 2.

212. Imperfect Triple Consonants.—(*a*) Triple consonants of the *spr*-series must sometimes be written imperfectly. See group 3. (*b*) A few words are written with an imperfect *str* within the *n*-hook. See group 4. (*c*) In writing a few words it is necessary to write the circle on the outside of the preceding curve, contrary to the general rule. See group 5.

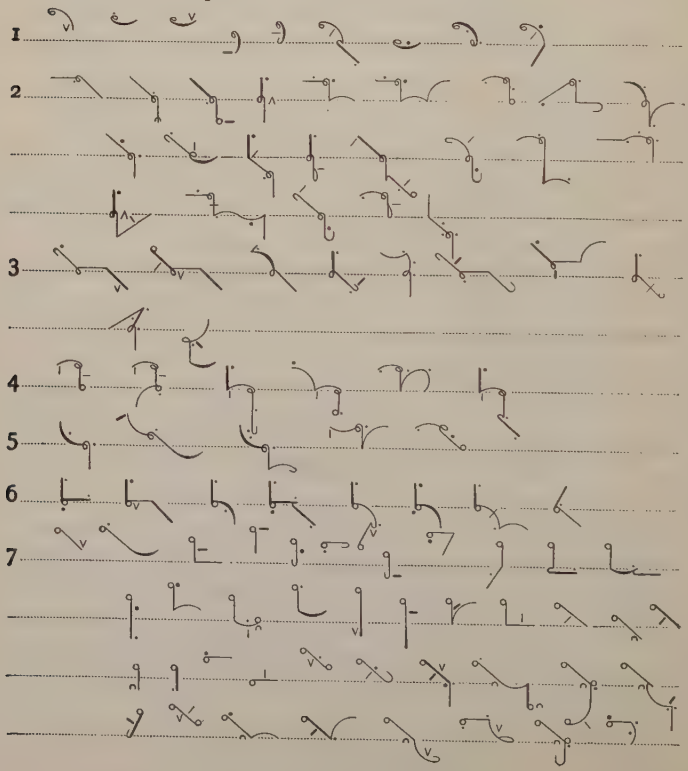
213. Irregular Triple Consonants.—When *skr*, *sgr*, *sfr*, or *svr* follows *t* or *d*, and when *spr* or *sbr* follows *ch* or *j*, the loop becomes so imperfect that it is no longer practicable to write it, and the forms are therefore written irregularly, as shown in group 6.

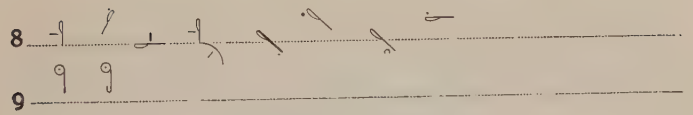
214. Initial Spr-series.—When a circle precedes a straight double consonant of the *r*-hook series *at the beginning of a word*, it is not necessary to write it within the hook, but the circle may simply be written on the evolute side of the stroke. See group 7. There is no danger of reading this as simple circle-*s*, as the latter is always written with involute motion. See paragraphs 100 and 101.

215. Quadruple Consonants.—(*a*) At the beginning of a word the loop-*st* may be expressed as preceding a straight stroke of the *r*-hook series by writing the loop with evolute motion. See group 8. (*b*) In like manner the large circle *ses* may precede a straight double consonant of the *r*-hook series to form combinations like *s-spr*, *s-str*. See group 9.

Exercise LXXXV.

To be read and copied:





Exercise LXXXVI.

To be written in Phonography:

1. Suffer, sever, sooner, simmer, southerly, saffron, savor, sufferance, summer.

2. Prosper, reciprocity, pastoral, boisterous, distress, extremity, lustrous, masterly, abstraction, besieger, extra, dishonor, fixture, solicitor, prosperous, blusterer, mixture, bestrew, designer, dextrous, extraction, orchestra, receiver.

3. Disburse, proscribe, massacre, disprove, disapprobation, prescription, subscription, disproportion, disburden, registration, masker.

4. Monster, monstrosity, demonstration, demonstrativeness, minstrel, demonstrable, monstrousness.

5. Vesper, masonry, nostrum, sophistry, songstress, misplaced.

6. Descry, disgrace, decipher, jasper, disgraced, cheese-press, decipherable.

7. Spray, sprig, sprawl, straw, strew, strive, screw, stress, scrape, scrawl, straddle, strange, strap, streak, strength, stricken, strike, strip, stroke, strong, strung, sapper, saber, setter, cedar, swagger, sicker, sweeter, suppress, suppressed, secretion, citron, sacred, sacrifice, soprano, superficial, Socrates, Sacramento, supervision, soberness, superfluous, supersede, supervise.

8. Stopper, stouter, stager, stagger, stutteringly, stacker, stepper, staggeringly.

9. Sisterly, sisterless.

Lesson XLIII.—Triple Consonants.—Sentence-writing.

216. Logogram.— surprise, school.

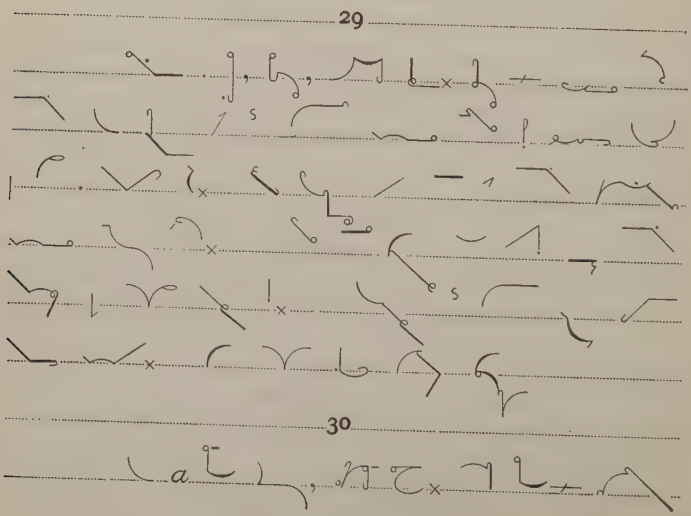
217. Contractions.— passenger, messenger.

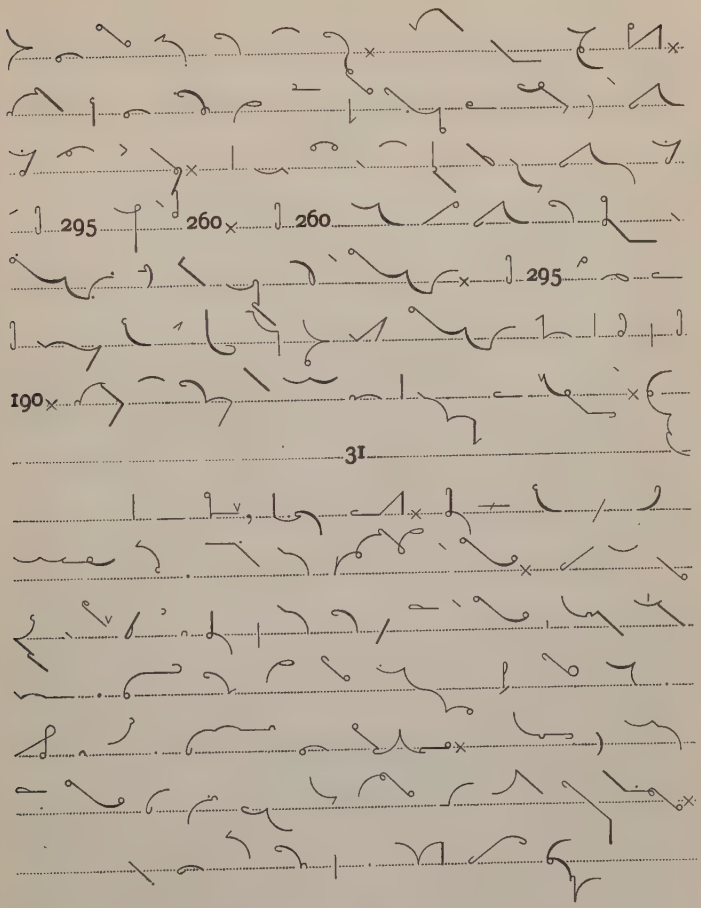
218. Phrase Forms.— District-of-Columbia, list-price, South-Carolina, yours-very-truly.

219. Special Form.— Louisville.

220. Business Letters.—

Exercise LXXXVII.





29

Messrs. Sprague & Stratton, Stationers,
Washington, D. C.

Dear Sirs:

We inclose herewith copy for train-book on which we would like you to make us a price, stating how soon you can finish at least a portion

of them. We believe full directions are given on the copy which will enable you to make us a fair offer. Please give us your proposition in writing, together with the copy, by messenger, at the earliest possible time. If possible we would like to have the work begin to-morrow. Your early attention will oblige

Yours very truly,

30

F. A. Strong, Esq.,
Charleston, S. C.

My dear Strong:

You will probably feel some surprise on hearing from me from this place. I will be back in Louisville Saturday. You will remember we had some conversation last week, at the apprentice school, in respect to the use of heavy engines on some of the passenger trains. It now seems to me it would be best to have the heavier engine on train 295 instead of 260. Train 260 never runs heavy from Strasburg to Spring Valley, and there ought to be no trouble west of Spring Valley. Train 295 is the most difficult train to manage we have on the division, and if it fails to reach Spring Valley on time it throws out train 190. You will oblige me very much by anything you may do to remedy the difficulty I have spoken of.

Yours faithfully,

31

Mr. T. K. Striker,
Denver, Colo.

Dear Sir:

We have much pleasure in inclosing herewith a copy of our wholesale price-list of springs. We are in hopes we shall be able to supply just what you desire out of our very large stock of springs, but if you should be unable to make a selection from the list, please inform us, stating the precise length and resistance you wish, and we will make you some special figures. If you can use any of our stock springs, we will allow you one-half off the list price, and will ship prepaid by express.

Hoping we may hear from you at an early day, we remain

Yours very truly,

Lesson XLIV.—Backward N-hook.—Large W-hook.

221. Backward N-hook.—A small backward hook may be written initially through the stroke before any straight triple consonant of the *spr* series to represent the syllables *in-*, *en-*, *un-*. See group 1. In like manner the backward *n*-hook may be written before an evolute circle attached initially to a curve. See group 2.

222. Large W-hook.—A large, initial, involute hook may be attached to the strokes *t*, *d*, *k*, *g*, to represent the combinations *tw*, *dw*, *kw*, *gw*. See group 3.

223. Medial Tw, Dw, Kw, Gw.—In the middle of a word the hook should be used only when it is convenient to join (see group 4); but it should be omitted if the joining would be difficult or inconvenient (see group 5).

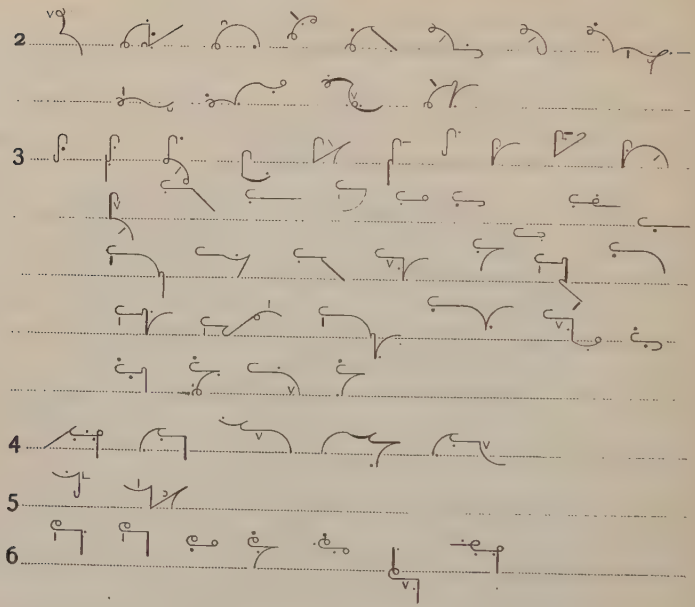
224. Phonetic Spelling.—It is sometimes difficult for beginners to analyze words which in the ordinary spelling contain the letters *qu*. The difficulty will disappear when it is understood that the sounds always represented by these letters are really *kw*.

225. Circle before the Large W-hook.—Circle-*s* may precede the large *w*-hook by being written entirely within the hook. See group 6.

Exercise LXXXVIII.

To be read and copied:

1



Exercise LXXXIX.

To be written in Phonography:

1. Insuperable, unsuppressible, unsupprest, instruction, instrumentalist, unstretchable, inscribe, unscrupulous.

2. Incise, insatiable, insalubrity, insulation, insolvency, enslave, insurrectionary, unceremonious, unsurmised, unseemly, unsympathetic, unsmitten, unsolicitous.

3. Twig, twice, twist, twine, twitter, tweak, twinkle, dwelling, dwarfish, Dwight, queer, quid, quoth, quail, quest, quince, Quaker, quack, qualm, queenly, quiver, quicken, quiet, quirk, quarrel, Quincy, quadroon, quarry, quaver, quickly, equalize, equip, equilibrium, acquisition, equity, equally.

4. Require, requisition, iniquity, language, inquisition, inadequacy.

5. Esquire, untwist, indwelling.

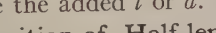
6. Squaw, squab, squash, sequestration, sequence, disquisition, obsequious, exquisitely.

Lesson XLV.—The Halving Principle.—Simple Strokes.

226. The Halving Principle.—By writing a light stroke half its usual length the consonant *t* is added. See group 1. By writing a heavy stroke half its usual length the consonant *d* is added. See group 2.

227. Vocalization of Half-length Strokes.—A vowel before a half-length stroke is read first. A vowel after a half-length stroke is read next after the primary letter, but before the added *t* or *d*. See groups 1 and 2.

228. Position of Half-length Strokes.—(*a*) Horizontal half-length strokes are written in position precisely as are horizontal full-lengths. (*b*) Upright and slanting half-lengths are written in position, as follows: first position, immediately below, and touching, the upper line; second position, resting on the lower line; third position, immediately below, and touching, the lower line.

229. Halving of L, R, M, and N.—(*a*) The strokes  are halved regularly to add *t* (see group 3), and (*b*) they may also be written half length and *shaded* to add *d* (see group 4). (*c*) The strokes *w*, *y*, *mp* and *ng* cannot, therefore, be written half length. (*d*) *Ld* is written down.

230. Joinings of Half-length Strokes.—A half-length stroke can generally be attached to another stroke only when it joins at a distinct angle. See group 5. If, however, the half-length stroke be a heavy curve, it may be attached to a light stroke even without an angle. See group 6.

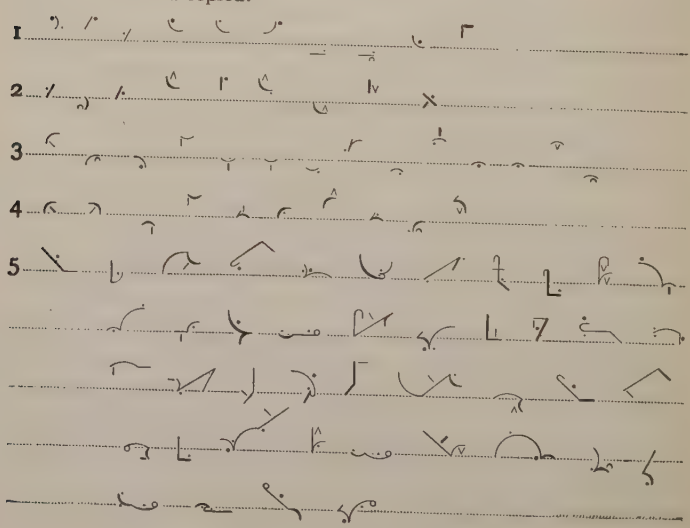
231. Halved Ray.—*Ray* may be halved whenever it is joined to some other stroke (see group 7), but the half-length *ray* cannot stand alone. Words like *rate* and *write* must be written in full.

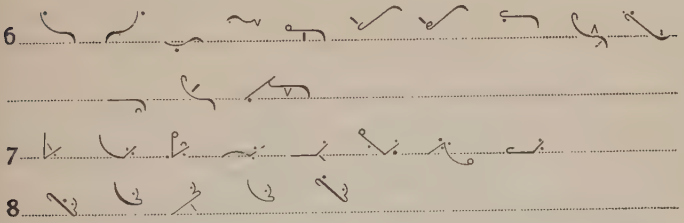
232. Half-length S.—When half-length *s* ends an outline it may be written upward, if more convenient. See group 8.

233. Limits of Position-writing.—An outline which contains two strokes, one of which is halved, is regarded as being a *long* outline so far as position-writing is concerned, and it need not be written in position unless it is a monosyllable or a derivative word which takes the position of its primitive.

Exercise XC.

To be read and copied:





Exercise XCI.

To be written in Phonography:

1. Apt, ached, pat, coat, hacked, aft, caught, hooked, foot, shoot, wished.

2. Ebbed, egged, bad, goad, hugged, bead, aided, avowed, eased.

3. Let, lit, light, meet, neat, naught, night, heart, halt, knit, hurt.

4. Lead, aired, mead, need, hard, heard, aimed, yard, humid, mode, horde.

5. Reached, pushed, begged, hushed, eject, active, enjoyed, unaided, provide, pilot, bullet, unhurt, oratory, climate, timid, scold, shared, abashed, attract, clipped, wrapped, hopped, looped, optical, sketched, alleged, damaged, fatigued, morbid, profit, reviewed, shelved, surveyed, aromatic, assault, efficient, infinite, maturely, alarmed, availed, crawled, fold, medley, termed.

6. Card, afford, lowered, maiden, scoured, squared, lured, acquired, slurred, apprehend, cord, declared, inquired, madden, scared.

7. Parrot, garret, ratify, smart, fortune, ascertain, pirate, reiterate, artificial, chlorate, demerit.

8. Gruffest, gravest, roughest, finest, oftenest, vainest, briefest.

Lesson XLVI.—The Halving Principle.—Sentence-writing—I.

234.—Prefixes—A disjoined half-length *n* placed near the beginning of a stroke expresses the prefix *enter-*, *inter-*, *intro-*. See group 1 below. *Counter-*, *contra-*, *contro-*, are expressed by a disjoined tick written generally in the direction of *ch;* but before some strokes it is written in the direction of *p*. See group 2. Write the disjoined prefix first.

Exercise XCII.

To be read and copied:

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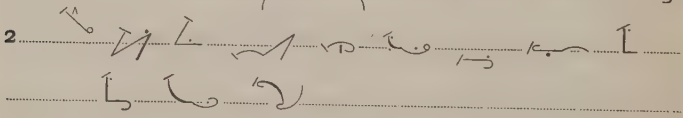


Exercise XCIII.

To be written in Phonography:

1. Entertain, entertaining, enterprisingly, interdict, interview, intersperse, intercede, interloper, intermission, introduce, introduction.

2. Counteract, counterfeit, counterpane, countershaft, counterweight, countersign, countermine, counter-attraction, contravene, contradistinction, contradictory, controversy.

235. Logograms.— good, after, fact, read, lord, word, hold, held, immediate-ly, nature, under, hand.

236. Contractions.— anybody, nobody, everybody, establish-ed-ment, intelligence, intelligible, bankrupt, merchandise, territory, practicable, natural-ly.

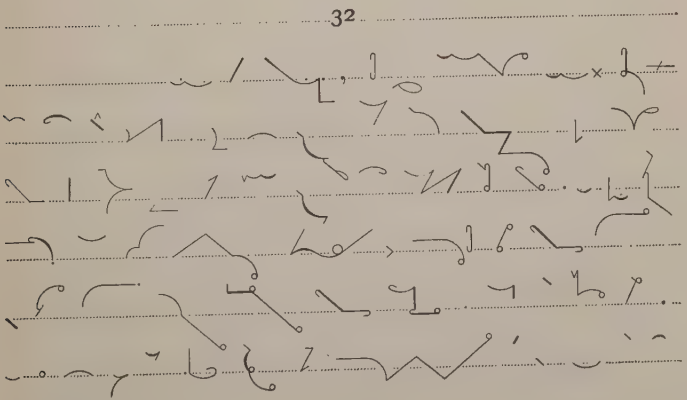
237. Special Forms. — likewise, article, heretofore, indeed, intend, little, return, handle, yesterday, October, wisdom, individual.

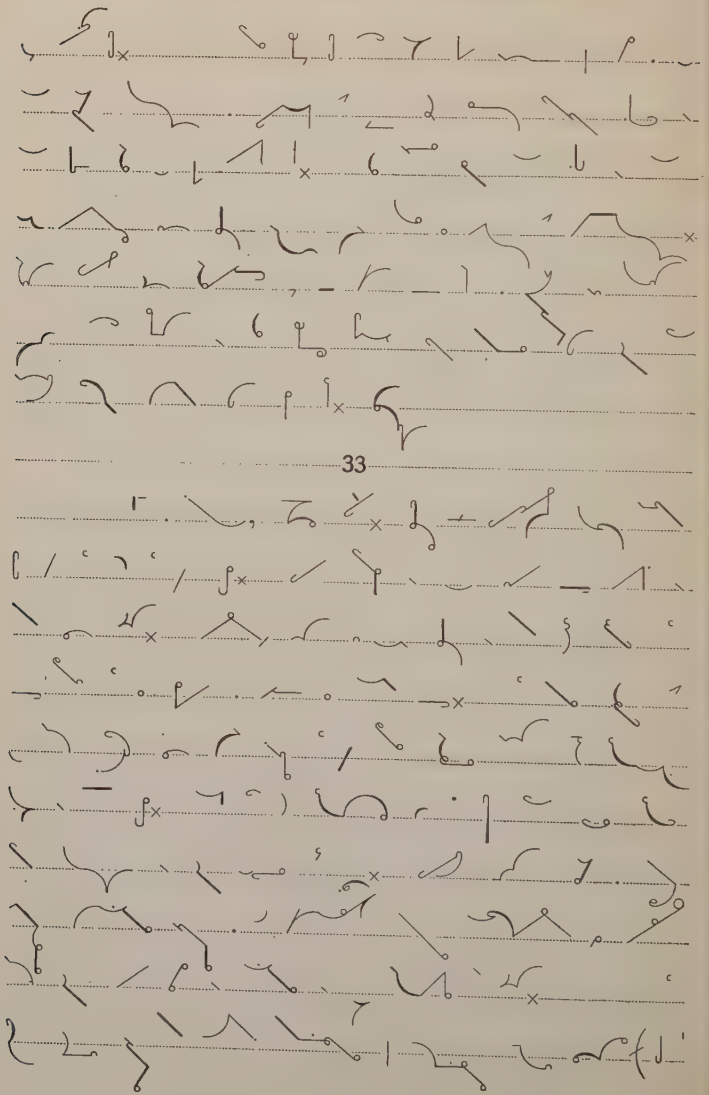
238. Phrase.— net-cash.

239. Business Letters.—

Exercise XCIV.

32

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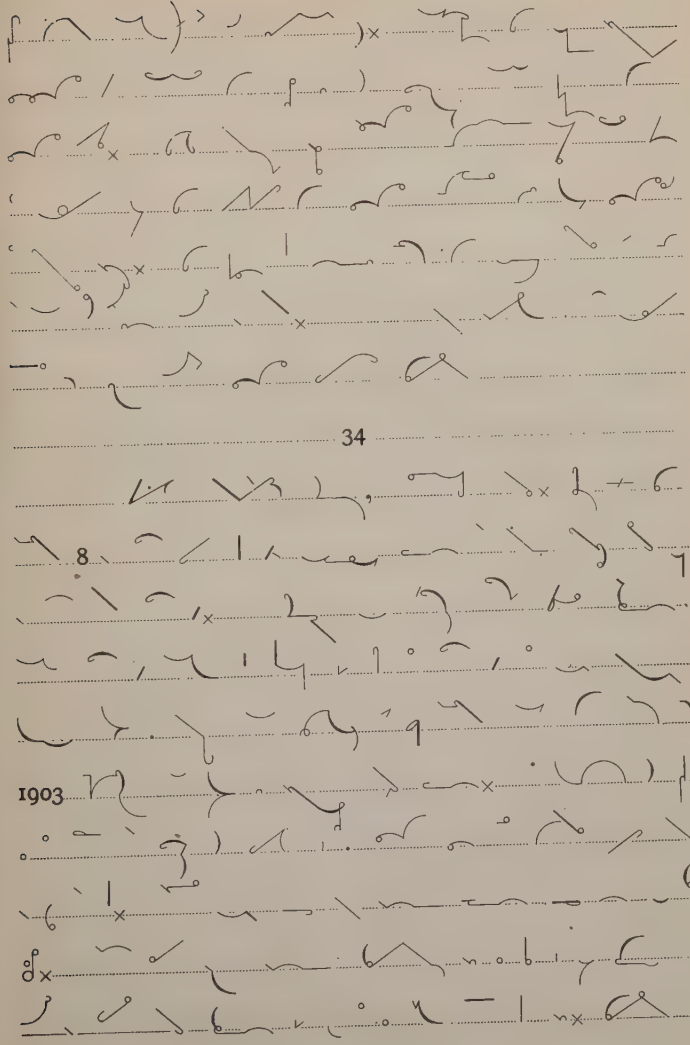
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32

Mr. Anthony J. Benedict, Train Master,
Indianapolis, Ind.

Dear Sir:

I met Mr. Boyd yesterday and asked him to have placed in each of our baggage-cars, at the earliest practicable day, a file-hook on which I intend to have the men in charge of trains place a note at the end of each trip, covering any little repairs which may be necessary to the cars of the train, such as broken locks, bad wheels, leaking air-pipes or gas-pipes, broken window-glass, and, indeed, all items of such a nature as may naturally need the attention of this office and which the car-repairers ought to know of immediately after the arrival of the train.

Please instruct the train men in your territory to make out such a note in intelligible form and hang it on the hook so as to secure proper attention to any defect of this nature at the right time. This, of course, is to be in addition to any individual reports you may desire to have made to your office as heretofore on the regular form. I think you will realize the wisdom of this regulation and the good which will come of it, and I shall be obliged to you if you will hold your men strictly to these instructions until the new practise becomes well established, when, I am sure, everybody will be well satisfied with it.

Yours very truly,

33

Messrs. Dodd & Company,
Columbus, Ohio.

Dear Sirs:

We are in receipt of your favor of October 12, which we read with much satisfaction. We are pleased to know you are again ready to buy some sheet-metal. Respecting the metal you now desire to buy, we would say we believe we can supply you with as satisfactory an article as anybody can. We base this belief on the fact of our furnishing some of your competitors with large supplies of this class of metal, and we think we have never failed to give satisfaction. Indeed, we might say we have always held the trade when once we have been able fairly to establish intercourse with the consumer. We are sure a little intelligence and patience on both sides will enable us to produce a sheet which will answer your purpose in every respect, as the resources of our establishment are such as to enable us to handle all varieties of sheet-metal.

We therefore ask you to oblige us by shipping by express, at our expense, a few samples (ten or twenty will be enough) of the sheet you are now using. In the meantime, we will undertake to prepare some samples which in our opinion will suit you, so we may have them in hand at the time your samples reach us. We will then compare the two sets of samples, and will make any changes in ours which may be thought neces-

sary, after which we will return your samples and likewise let you have the samples of the sheets we propose to furnish you. We will at the same time make you a very low net cash price on a lot of any size you may wish to buy.

Hoping to receive an immediate answer giving us word you have shipped the samples, we remain

Yours respectfully,

34

Gerald Bernard, Esq.,
Scranton, Pa.

Dear Sir:

Yours of October 8 to Mr. H. D. Judd, inclosing the claim of Pickett Brothers, has been handed to me by Mr. Judd.

There can be no controversy over the justness of this claim, and in fact Mr. Judd never did deny it; but the truth is Mr. Judd is now bankrupt, having filed a petition in insolvency on the first day of October, in the year of our Lord, nineteen hundred and three, and it will therefore not avail you to bring suit upon the claim. The failure was total, as his stock of merchandise was worth but a small sum, and his liabilities ran up to thousands of dollars. Of course, nobody can hope to make a claim against him under these circumstances. I am sorry to have to make this report to you, as it is but natural your client should wish to realize upon this claim; but the fact is as I have given it to you.

Yours respectfully,

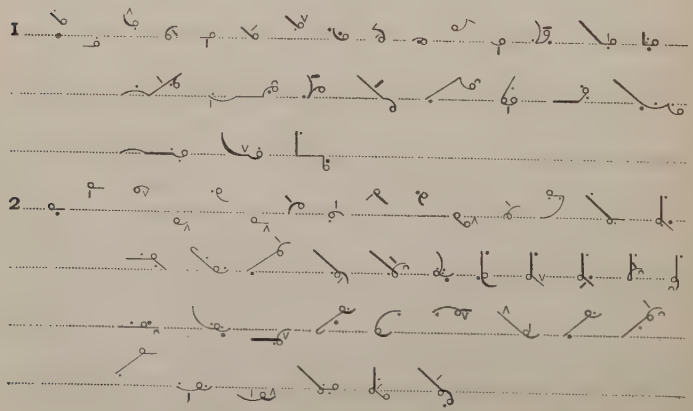
Lesson XLVII.—Halved Strokes with Circles and Loops.

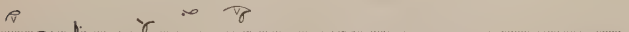
240 Circles.—A circle following a halved stroke is read last. See group 1. A circle preceding a halved stroke is read first. See group 2.

241. Loops.—A loop following a halved stroke is read last. The word *midst* is the only word in modern English strictly written according to this principle. The loop following half-lengths is therefore allowed to represent the syllable *-est* in forming superlatives. See group 3. A loop preceding a halved stroke is read first. See group 4.

Exercise XCV.

To be read and copied:



3 

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Exercise XCVI.

To be written in Phonography:

1. Pits, cats, fights, lights, shouts, units, lads, cuts, hearts, leads, modes, pats, pickets, bullets, comets, directs, enumerates, omelets, pheasants, prophets, resorts, pockets, lofts, carpets, pennants, unfolds.

2. Spite, sect, slate, smut, spot, ceased, sonnet, seized, sleet, soured, sent, seethed, swords, summits, insert, swiftly, softly, phosphate, lacerate, besieged, desert, resound, absent, accent, desired, disavowed, disowned, disunite, excelled, exult, fastened, gasped, insect, misdeed, obsolete, puzzled, received, resumed, rosebud, unsold, wainscot, descends, exacts.

3. Fattest, hardest, tightest, cutest, fittest, maddest, slightest.

4. Stopped, stitched, stuffed, stilt, steeped, start, staved, stared, stepped, steeled, stilled, stooped, styled.

Lesson XLVIII.—The Halving Principle. —Sentence-writing—II.

242. Logogram.— somewhat.

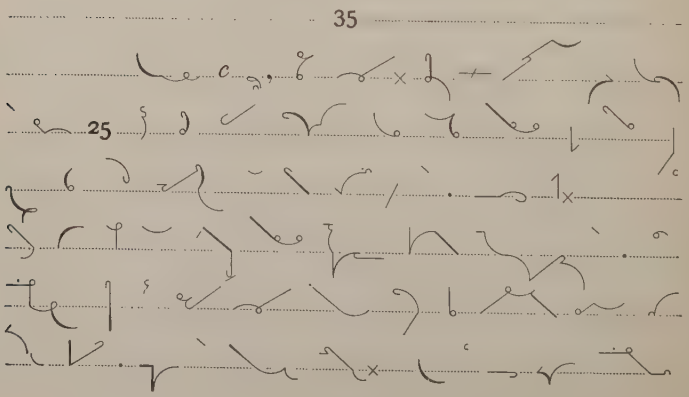
243. Contractions.— indispensable, interest, September, sometimes.

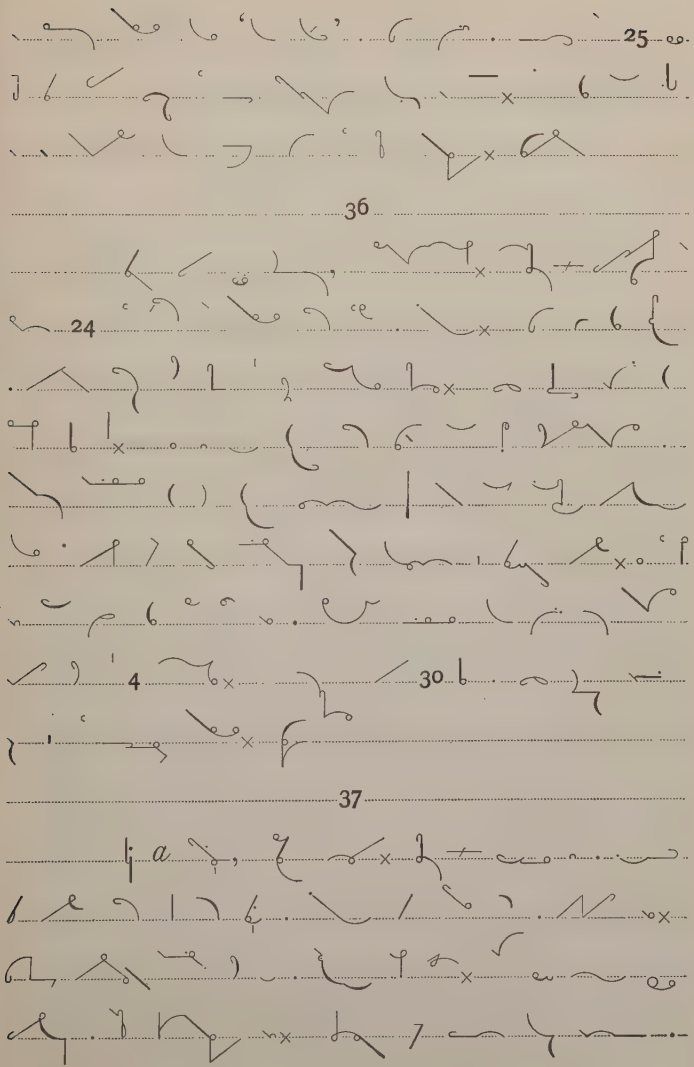
244. Phrases.— is-not, has-not, let-us, per-cent, St.-Paul, St.-Joseph, St.-Louis, some-time.

245. Special Form.— certain.

246. Business Letters.—

Exercise XCVII.

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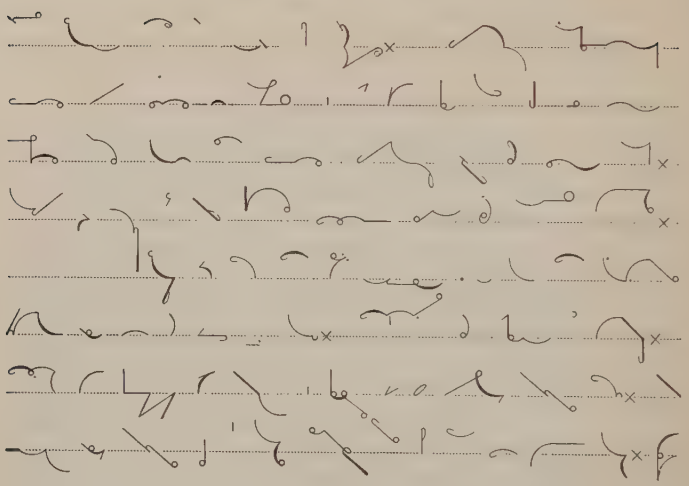


35

Mr. Vincent C. Stewart,
St. Louis, Mo.
Dear Sir:

Referring to your favor of September 25, we would say there is really very little for us in this business at the price at which you have sold this iron, and we are therefore not able to allow you much of a commission on it. We appreciate your interest in obtaining the business, and we think it likely it will be a forerunner of a somewhat extensive trade with the Central Missouri Company, from which it is reasonably certain you will hereafter derive a good deal of benefit and profit. However, we can hardly expect you to secure business for us "for fun," and we will allow you a commission of twenty-five cents a ton, which is really more than we can properly afford to give. This, in addition to 2% for cash, will, we trust, be satisfactory.

Yours respectfully,

36

Jasper H. Sands, Esq.,
St. Paul, Minn.
My dear Sir:

We are in receipt of yours of September 24, with offer of business from Swift & Company. We will hold this until we have a reply from them, either direct or through you, in reference to terms. We must de-

cline to allow them sixty days' time. As you know, they have been very slow in settling their recent bills, and by way of excuse they say they have some money tied up in the internal revenue office the receipt of which has been expected by them for some time, but which has not yet been received. As we said to you in our last, this has not seemed to us a sufficient excuse for allowing our bills to run three or four months. Our terms are thirty days, and we must ask them to agree to them before we can accept the business.

Yours truly,

37

Mr. David A. Prescott,
St. Joseph, Mo.

Dear Sir:

We inclose you a communication just received from T. W. Chesnutt & Company, which please read and return to us. We will take the responsibility of accepting their note and of waiving interest on the same. I will send you money as soon as we receive it, and I trust it will be satisfactory to you. It seems to be a large claim for them to make, and of course we have no means of knowing the truth of their assertions. We are aware indiscriminate claims are sometimes made in such cases, but on the whole it is not often done, and as many customers of ours have made similar claims we are forced to believe there is something in it. If we are to hold our trade with the best dealers we must make certain concessions in cases like this.

We have just heard from Mr. Santley, inclosing a note for Mr. Phillips, which you will have to send him so he can act for you. Mr. Morris says he does not know what will be done. Mr. Smith will take charge on your behalf, but it is indispensable he should first receive the papers from you. Be good enough to send the papers at once; or, if this is not possible, please state when we may look for them.

Yours truly,

Lesson XLIX.—Halved Strokes with Final Hooks.

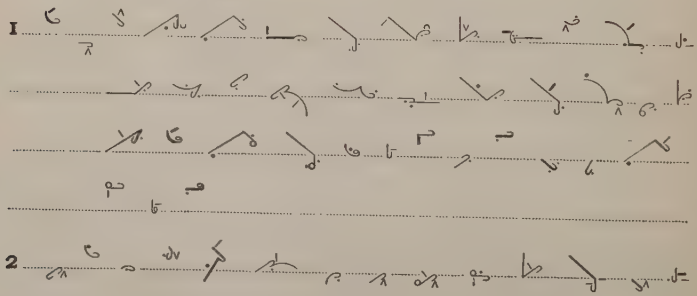
247. Final-hook Strokes.—A final-hook stroke may be halved to add *t* (see group 1) or *d* (see group 2). Such added *t* or *d* is read last—that is to say, *after the hook*.

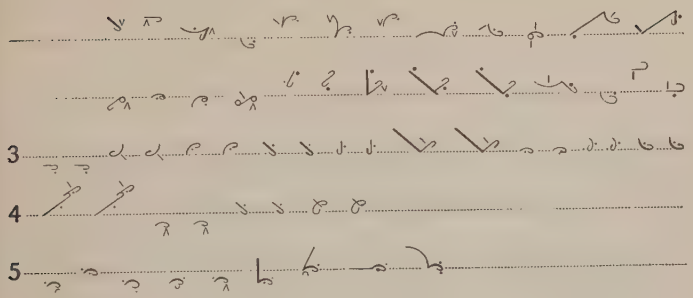
248. T and D Distinguished.—(*a*) If it is desired to indicate clearly that *d* and not *t* is added by halving, the hook may be shaded. See group 3. In practise this is seldom necessary, as the context almost always determines which should be read. It is necessary, however, to retain the shaded hooks in writing proper names and in the words given in group 4. (*b*) It will be noted that when are halved it is the *hook* that is shaded to add *d*, and not the stroke, as in the case of simple strokes. Compare paragraph 229.

249. W, Y, Mp, Ng Halved.—Although the strokes *w*, *y*, *mp*, *ng* cannot be halved when simple (see paragraph 229), they may be halved if a final hook be attached. See group 5.

Exercise XCVIII.

To be read and copied:





Exercise XCIX.

To be written in Phonography:

1. Haunt, lint, ardent, invent, re-appoint, occupant, element, event, latent, ailment, appoint, assailant, chant, dent, gaunt, hunt, identify, jaunt, lenient, payment, recount, silent, stint, taunt, pageant, haunts, counts, invents, re-appoints, occupants, clements, events, tyrants, puffed, cuffed, rift, chafed, handcuffed, bereft, dwarfed, roofed, rafts, rifts.

2. Diamond, opened, amend, bond, bandage, vender, candor, mind, around, rejoined, appendage, obtained, Ireland, abound, attained, chained, demand, errand, happened, horned, inland, legend, moaned, thinned, remind, Poland, diamonds, fiends, amends, rounds, seconds, paved, caved, hived, raved, served, behooved, roved, upheaved, stationed, motioned, auctioned, cushioned.

3. Paint, pained; faint, feigned; pint, pined; scant, scanned; fount, found; unbent, unbend; errant, errand; rent, rend; spent, spend.

4. Reverent, reverend; mount, mound; pent, penned; learnt, learned.

5. Impugned, impend, impassioned, ambient, impound, dampened, championed, campaigned, rampant.

Lesson L.—The Halving Principle.—Sentence-writing—III.

250. Logograms.— behind, gentleman, gentlemen, account, cannot, amount.

251. Contractions. — independent-ce, intelligent, notwithstanding, England.

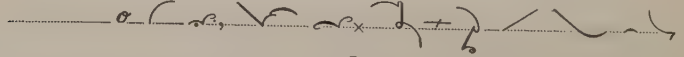
252. Phrases.— at-hand, did-not, do-not, had-not, have-not, will-not, are-not, may-not, were-not, I-am-not, was not, shall-not.

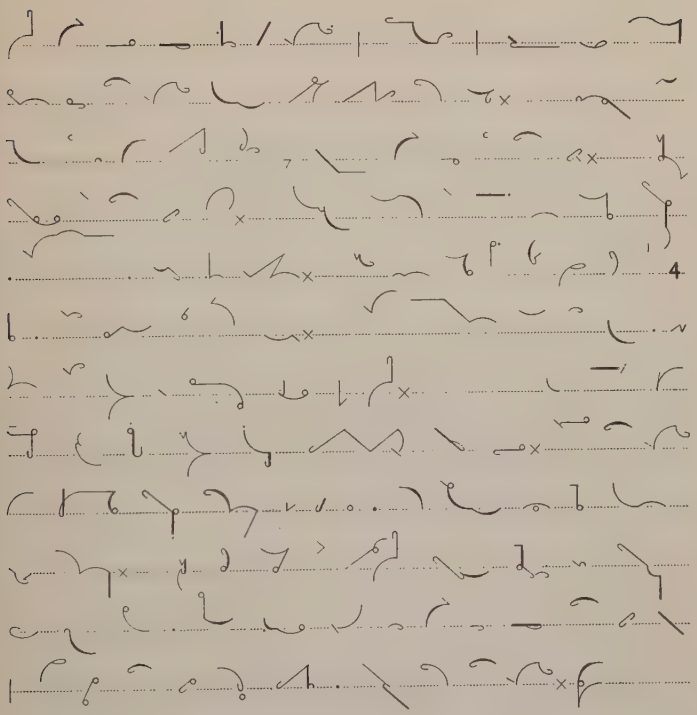
253. Special Forms.— instant, mentioned, Maryland. Words like *assignment*, *disappointment*, are written with the syllable *-ment* disjoined.

254. Business Letters.—Capitalization.—It is sometimes convenient, in note-taking, to distinguish a proper from a common noun. For this purpose it is only necessary to write two short ticks (ˊ) under the outline to indicate that it is a proper noun and should be capitalized when transcribed.

Exercise C.

38

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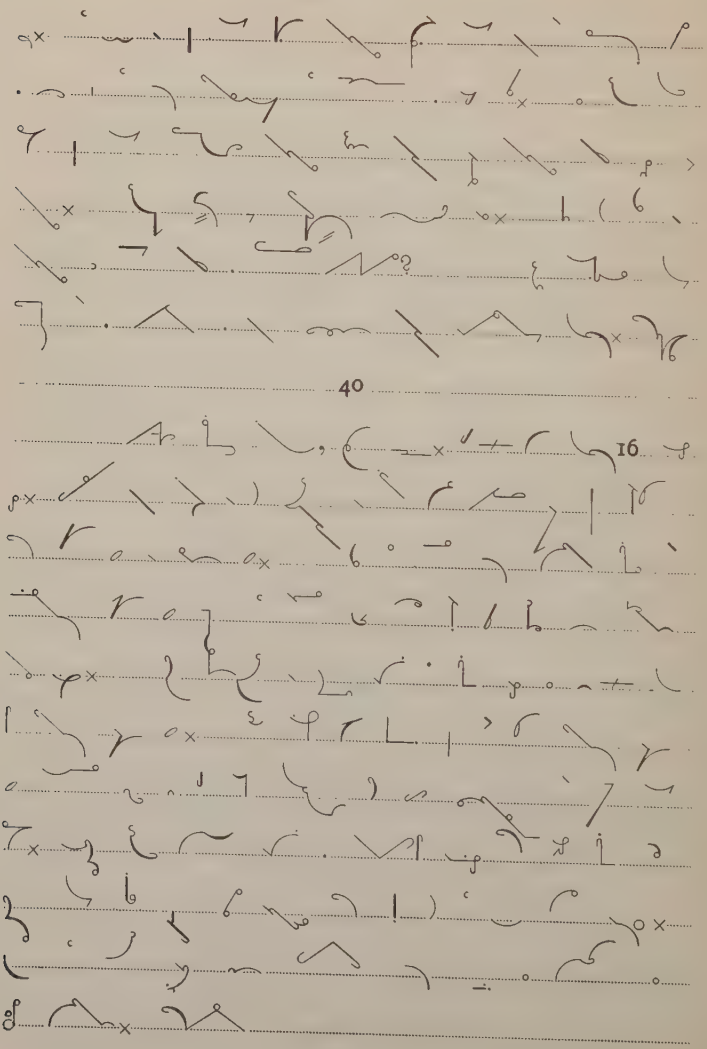
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38

Mr. O. L. Maitland,
Baltimore, Md.

My dear Sir:

Arrangements are being made for the trial of your case against Edmund J. Oliphant, at Cleveland, at two o'clock next Monday, September 2, Mr. Oliphant having recently returned from England. You must be on hand and have with you your written assignment, and the book of your accounts with Mr. Hunt. I desire the presence of Mr. Hunt also. If you have any way of giving him notice, please do so, and I will make an independent attempt to reach him. I have not met him in this city within the last three or four days, and I am not certain he is here now. I will keep him in mind, however, and should I see him, I will not fail to secure his attendance at the trial.

After giving the whole question thoughtful consideration, I feel confident we are pursuing the best course. Of course, Mr. Oliphant will dislike this proceeding very much, but the gentleman has a way of saving himself, and it is for him to find the remedy. I do not think there is any chance of the result of the trial proving a disappointment to you, provided only you have safe and strong evidence showing the amount of your account against Mr. Hunt to be at least as much as Mr. Hunt's earnings were due and payable from Mr. Oliphant.

Yours truly,

39

Messrs. Ryland & Pond,
Cleveland, Ohio.

Gentlemen:

We are in need of a salesman in the city of Cleveland who is willing to handle our goods as a side line. We are pushing our goods in your locality just now, but are not satisfied with our present arrangements. We must have a wide-awake man of considerable judgment and independence of character to look after our interests. We will stand firmly behind the right man, and he will have a good thing right from the start. We intend to advertise in the daily papers of your city in the hope of securing such a man, but with our present knowledge we cannot make an intelligent choice. As we have often seen your advertisement in the Cleveland papers, we thought you might be able to tell us the papers best suited to the purpose. We have had the Leader and the Plain Dealer mentioned to us. Do you think these two papers would give the best and quickest returns?

We thank you in advance for the courtesy of a reply, and hope we may some time be able to reciprocate the favor.

Very truly yours,

40

Rutland Construction Company,
Louisville, Ky.

Gentlemen:

Your favor of the 16th inst. is at hand. We are sorry to be compelled to say we shall not be able to comply with your request to change the date of delivery of the steel from July 1 to September 1. This is because our labor contracts all expire on July 1, and at this time we, of course, have not the means of telling just what demands may or may not be made upon us next year. Therefore, we shall have to ask you to allow the contract to stand as made--for delivery prior to July 1. We would not insist on your taking out all the steel prior to July 1, in case you found you did not need it, if we felt there were not some prospect of a change in the scale. In other words, we would have been willing to allow a portion of the delivery to extend over, notwithstanding the contract reads otherwise, if the conditions had not been such as to prevent us from doing so with no loss to ourselves. However, we wish to assure you you may rely upon our acting as leniently as circumstances will permit.

Very respectfully,

Lesson LI.—Halved Strokes with Initial Hooks.

255. Halved Double and Triple Consonants.—The *l*- and *r*-hook strokes are halved like simple strokes, that is to say, *t* is added to light strokes (see group 1) and *d* to heavy strokes (see group 2). A light double consonant may be halved to add *d* in order to form a past tense. See group 3.

256. Large W-hook Strokes.—The large *w*-hook strokes are also regularly halved, *t* being added to light and *d* to heavy strokes. See group 4.

257. Small W-hook Strokes.—The small *w*-hook strokes are halved to add either *t* (see group 5) or *d* (see group 6). The context can be depended upon to make clear which is intended. When *d* is added the stroke is *not* shaded.

Exercise CI.

To be read and copied:

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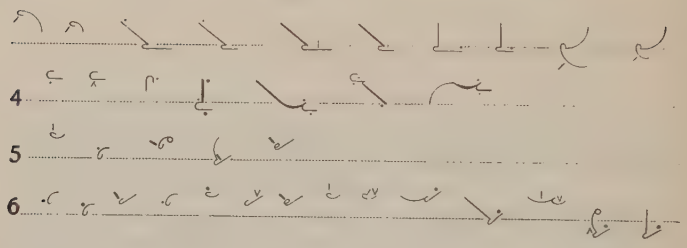


Exercise CII.

To be written in Phonography:

1. Plate, freight, flute, clot, effort, crate, flight, float, fruit, plight, throat, trot, trout, couplet, entreat, split, street, secret, sprout.

2. Bleed, agreed, blade, dread, glad, abroad, braid, upbraid, breadth, bubbled, wavered, nibbled, beveled, enabled, feathered, haggard, hovered, sabered, simmered.

3. Pray, prayed; try, tried; crow, crowed; fry, fried; plow, plowed; flow, flowed; baffle, baffled; patter, pattered; taper, tapered; recur, recurred; display, displayed; apply, applied; chatter, chattered; bottle, bottled; employ, employed; reply, replied; paper, papered.

4. Quote, quite, acquit, requite, aliquot, languid, adequateness.

5. Wilt, wart, went, wallet, thwart, wanting.

6. Wild, wind, wound, walled, weird, waned, swelled, weld, wheeled, swooned, backward, reward, windpipe, rearward, homeward.

Lesson LII.—The Halving Principle.—Sentence-writing—IV.

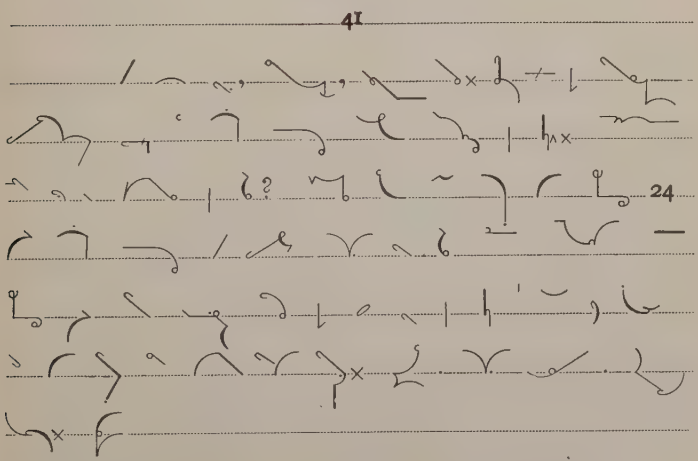
258. Logograms.— particular, part, oppor-tunity, spirit, called, cared, creature.

259. Phrases.— in-order (to), in-regard (to), with-regard (to), free-on-board (f. o. b.)

260. Special Forms.— hundred, politic, political.

261. Business Letters.—

Exercise CIII.



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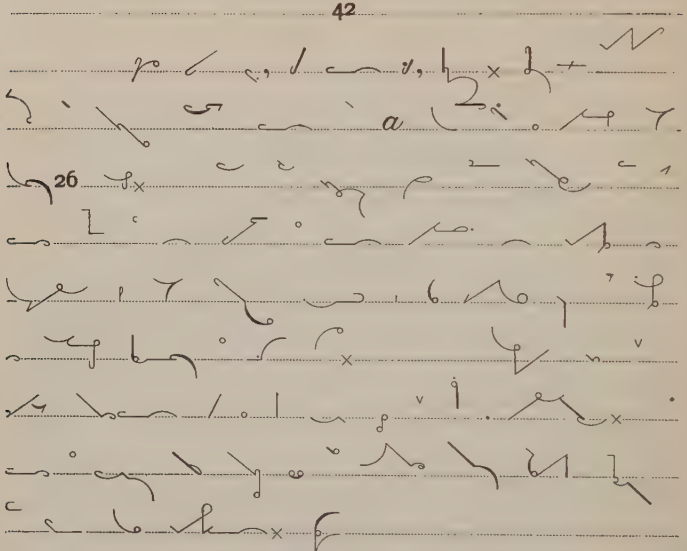

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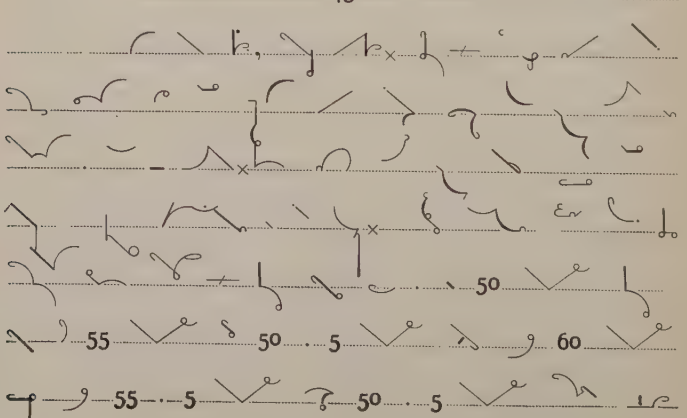

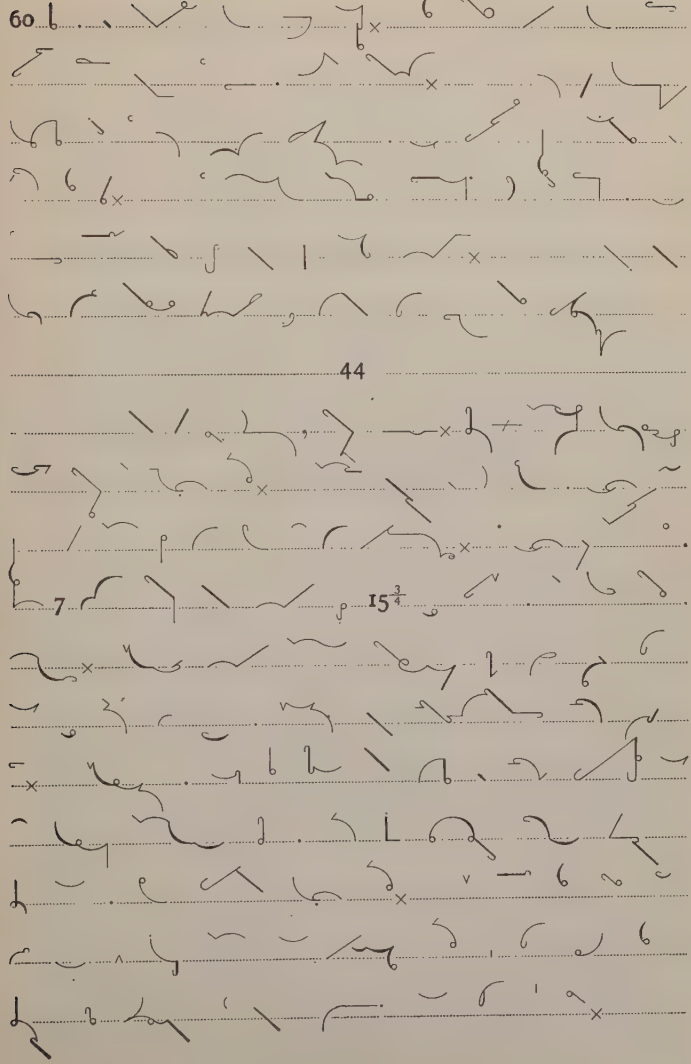
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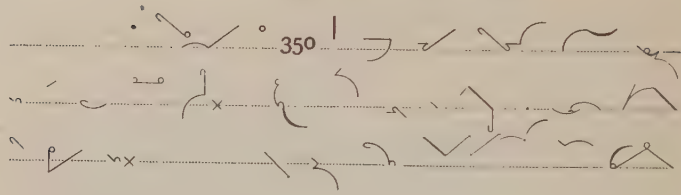

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Mr. J. M. Pratt, Superintendent,
Pittsburg, Pa.
Dear Sir:

At the present time we are very much crowded with empty cars in several of our yards at Detroit. Cannot you make a particular effort to help us out of this? I notice we have on hand, awaiting your instructions, twenty-four of your empty cars, which we received the early part of this week, and if you will give instructions to your people to accept them from us at the first opportunity, at Detroit or any other convenient point, your obliging spirit will be particularly appreciated. We shall esteem an early answer an especial favor.

Yours truly,

42

Mr. Charles H. Platt, General Claim Agent,
Detroit, Mich.
Dear Sir:

I return herewith all papers in regard to the claim of A. F. Breed, as requested in your favor of the 26th inst. When I went to Portsmouth last week I personally called on the claimant, and talked with him with regard to his claim, requesting him to reduce the amount, for the reason stated in your previous communication, but this he refuses to do, and he insists the amount in question does not cover his actual loss.

If satisfactory to you, I would recommend the payment of the claim, which, as it now stands, I consider a reasonable one. The claimant is one of our best patrons, sends all his shipments by way of this road, and it would not be quite politic for us to resist the claim.

Yours truly,

43

Mr. L. P. Deland,
Providence, R. I.
Dear Sir:

We understand you are buying frequent small lots of goods, and at this time of the year are compelled more than ever to have them shipped to you promptly and in good shape. You also wish to have the best class

of goods obtainable at prices which will enable you to compete for the trade. With these points in view, we quote you the following discounts from our September price-list: Doors Nos. 1 and 2, 50%; doors No. 3, 55%; blinds, 50 and 5%; open sash, 60%; glazed sash, 55 and 5%; mouldings, 50 and 5%; f. o. b. Oakland, sixty days, and 2% for cash in ten days. These prices are for clean, high-grade stock, packed with care and shipped promptly.

Our large factory facilities, combined with our ample storage-room and new warehouse, at this point enable us to offer these advantages. We manufacture all our goods, guarantee their quality, and know we can give you the best satisfaction to be had in this market.

Hoping to be favored with your business, which you may rest assured will be well cared for by us, we are

Yours very truly,

44

B. J. Spratt, Esq.,
Bridgeport, Conn.

Dear Sir:

I am in receipt of your favor of the 2d inst. in regard to the purchase of a family horse. I am glad to be able to say we have an animal on hand at this time which I am satisfied will fully meet your requirements. The animal to which I refer is a seven-year-old bright bay mare, standing 15 3/4 hands high, and of fine appearance and movement. I have known the mare of my own personal knowledge during the last two years, while in the hands of her late owner, and I know her to be a perfectly-broken and very gentle creature. I have seen her a hundred times driven by ladies to and from the railroad station, in the immediate vicinity of moving trains, and her conduct has always been everything which can be desired in a safe, reliable family horse. I give you these particulars in order to let you know how confident I am in recommending this horse; but while she has these desirable traits, she must not be thought to be lacking in style or spirit.

The price of the mare is $350.00 cash, and we are perfectly willing to send her to you on one week's trial. We think you have here an opportunity to obtain an animal which will be particularly satisfactory to you.

Hoping to hear from you by return mail, I am

Yours respectfully,

Lesson LIII.—Free Use of the Halving Principle.—Past Tenses.

262. Long Outlines.— In writing outlines of considerable length, the halving principle may be employed freely to add either *t* or *d*, irrespective of the shade of the halved stroke. See group 1.

263. Short Outlines.—In writing brief outlines, however, (those, namely, in which the halved stroke is the only stroke, and those which contain only one simple stroke in addition to the halved stroke) the rules given in the three immediately foregoing lessons should in general be strictly applied. The only exceptions are in the cases of certain words of frequent recurrence, which, as experience has shown, may be safely written with the free use of the halving principle. These outlines should, however, be looked upon as special forms and carefully memorized. See group 2.

264. Rules for Writing Past Tenses.—(*a*) When the present tense ends with a full-length stroke (simple or compound) halve that stroke to form the past tense. (*b*) When a verb ends with *mp*, the *p* is omitted in writing the past tense and the halved stroke is light. See group 3.

(*b*) When a final full-length stroke in the present tense forms no angle with its preceding stroke, the halving principle can not, in general, be used (compare par. 230), and the stroke-*t* or -*d* must be added. See group 4.

(*c*) But when such final full-length stroke, making no angle with its preceding stroke, is *t*, the stroke should be halved and disjoined to form the past tense. See group 5.

(*d*) When the present tense ends with a vowel preceded by a full-length light simple stroke, the halving principle can not be used, and the stroke-*d* should be added to form the past tense. See group 6.

(*e*) When the present tense ends with a half-length stroke, add the stroke-*d* to form the past tense. See group 7.

(*f*) If such stroke-*d* form no angle with the preceding half-length stroke, it must be disjoined. See group 8.

(*g*) When the present tense ends with a loop-*st*, write the past tense as shown in group 9.

Exercise CIV.

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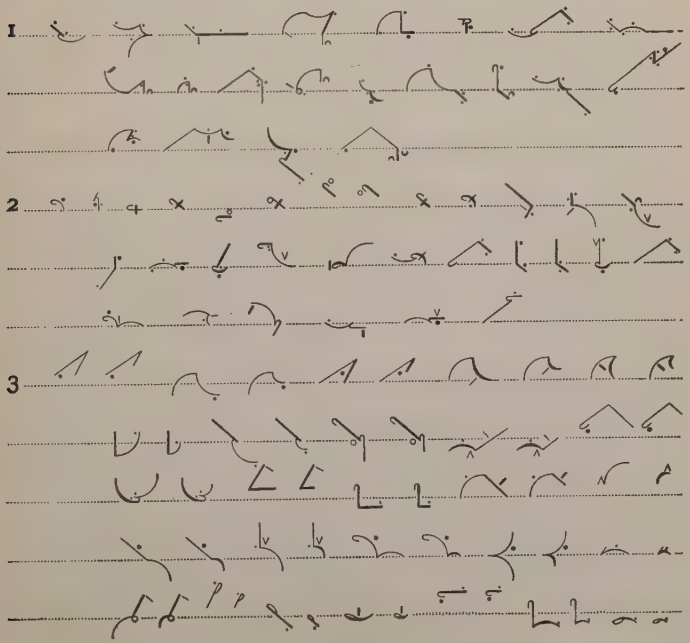
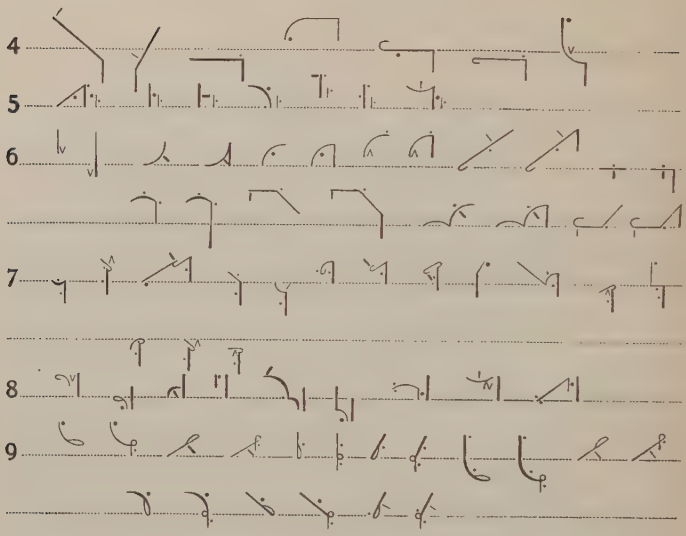




Exercise CV.

To be written in Phonography:

1. Credit, beautiful, aptitude, multitude, intrepid, private, vertical, anecdote, federal, latitude, prodigious, rectitude, aggravate, tribute, energetic, exhibit, inundate, legitimacy, vegetable, verbatim.

2. Afraid, hatred, cold, board, guard, sport, built, beard, bold, avert, budget, editor, beautify, detach, emigrate, generate, gratify, mortal, invert, habit, debate, debit, itinerate, rapid, freedom, method, orchard, include, migrate, record.

3. Reap, reaped; bake, baked; rob, robbed; beg, begged; bathe, bathed; push, pushed; betray, betrayed; moor, moored; hush, hushed, pluck, plucked; tug, tugged; cage, caged; argue, argued; aim, aimed; air, aired; veil, veiled; assail, assailed; twirl, twirled; hook, hooked; besiege, besieged; steep, steeped; stock, stocked; steam, steamed; hammer, hammered; romp, romped; jump, jumped; pump, pumped.

4. Piped, probed, kicked, roared, mapped, leagued, gagged, reared, caulked.

5. Awaited, instituted, situated, dotted, doted, inundated.

6. Pay, paid; fee, feed; thaw, thawed; caw, cawed; gnaw, gnawed; ally, allied; annoy, annoyed; pity, pitied; renew, renewed; borrow, borrowed; rally, rallied.

7. Acted, sounded, attended, seconded, budded, matted, halted, wanted, wounded, quoted, operated, melted, repeated, mended.

8. Treated, freighted, yielded, lauded, folded, anointed, agitated, gifted, shielded.

9. Post, posted; fast, fasted; boast, boasted; dust, dusted; coast, coasted; last, lasted; mist, misted; paste, pasted; toast, toasted.

Lesson LIV.—The Halving Principle.—Sentence-writing—V.

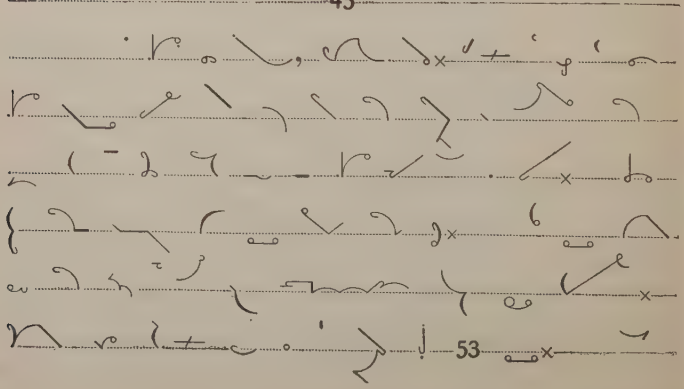
265. Logograms.— doubt, about, brought, could, got, get, that, without, told, toward, child, accord-ing, great, world, third.

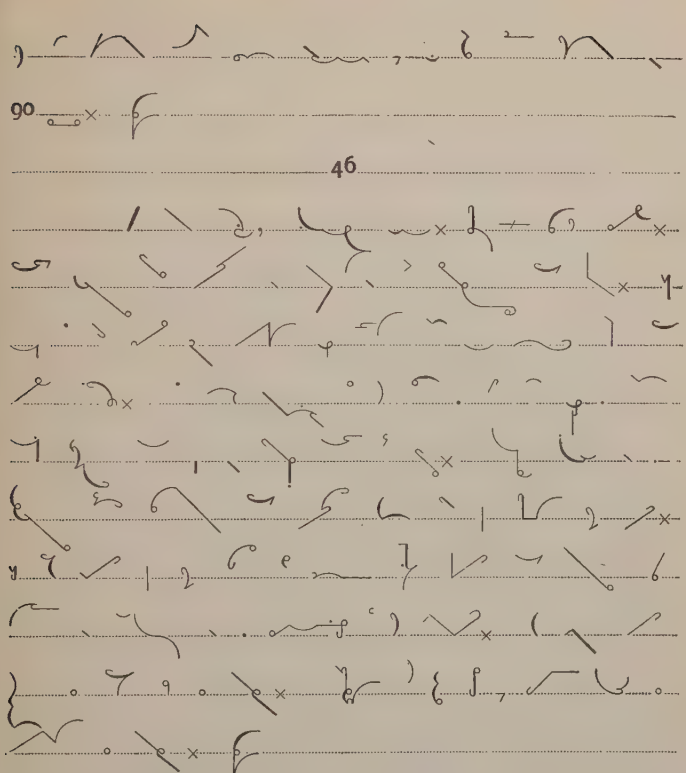
266. Phrases.— so-that, I-trust-that.

267. Special Forms.— forget, forgot, indebted, seldom, interested, understood, better.

268. Business Letters.—

Exercise CVI.

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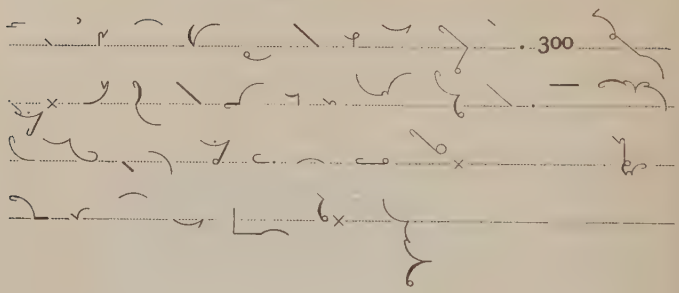


45

The Atlas Cement Company,
Philadelphia, Pa.
Gentlemen:

We understand that some Atlas bags were sent by our people from Bridgeport to shippers from whom they got their cement when they could not get Atlas and were in a hurry. It seems they then forgot to keep your sacks separate from the others. These sacks will be sent you from Hartford, and we wish to have a credit memorandum for them as soon as they are received. There will be two lots of them--one has already been shipped containing fifty-three sacks. In the other lot, which will be shipped some time between now and the end of this week, there will be about ninety sacks.

Yours truly,

46

Mr. J. P. Arnold,
Evansville, Ind.
Dear Sir:

Yours of the 3d is received. In regard to the vent-pipes, please refer to page 2 of the specifications near the top. I had no doubt the point you raise would be readily understood, and accordingly I made no mention of it in our recent conversation. The method to be employed is so simple a child might understand it, and I am annoyed that there should have been any doubt about proceeding in accord with the plans. If it is not convenient to connect these vent-pipes with the main soil-pipe near the roof-line, they may be brought out directly through the roof. I do not want them to run out through the walls, as that would make an additional turn in the pipes, which is likely to interfere to a certain extent with their operation. They should be run so that they may be as nearly straight as possible. I trust that you will see that this is done and the work finished as rapidly as possible.

Yours truly,

47

Mr. John F. Loveland,
Des Moines, Iowa.

My dear Loveland:

When I was in Kansas City on the 3d inst. I called at the works of the Edmunds Packing Company, which is said to be the third largest packing plant in the world, and certainly I have seldom seen one with better equipment. While there I met and talked with Mr. Alfred Friedlander, the general superintendent of the works, and according to what he told me they will soon be interested in the purchase of a 300 H. P. compound engine. I shall therefore be greatly indebted to you if you will follow this up and give Mr. Friedlander full information about our engines, quoting him close prices.

I trust that you will not forget to let me know the outcome of this.

Faithfully yours,

Lesson LV.—The Doubling Principle.

269. Added Ter and Der.—Any curved stroke may be doubled in length to indicate the addition of *ter* (see group 1) or *der* (see group 2).

270. Vocalization of Double-lengths. — A vowel placed before a double-length stroke is read first. A vowel placed after a double-length stroke is read next after the primary stroke and before the added *ter* or *der*.

271. Position of Double-length Strokes.— To write a double-length stroke in a given position, begin it at precisely the point at which the corresponding single-length stroke in the same position would be begun, and let the added length go on in the direction of writing.

272. Added Ther.—Any curved stroke may be doubled in length to indicate the addition of *ther*. See group 3.

273. Added Ker, Ger.—*Ng* may be doubled in length to express the addition of *ker* (see group 4) or *ger* (see group 5) as well as to add *ter*, *der*, *ther*.

274. Added Er.—By doubling, *er* may be added to *mp* (see group 6), or *mb* (see group 7).

275. Intervocalization of Double-length Strokes.— In any syllable added by doubling, the normal vowel is the second-place light dash. If, however, it is desired to indicate clearly an accented vowel or a distinct long vowel or diphthong in the syllable added by doubling, it may be done by intervocalization just as is done in the case of double consonants. See group 8, and compare paragraph 200. But when a double-length *double consonant* is intervocalized, the

intervocalization takes effect on the double consonant and not on the syllable added by doubling. See group 9.

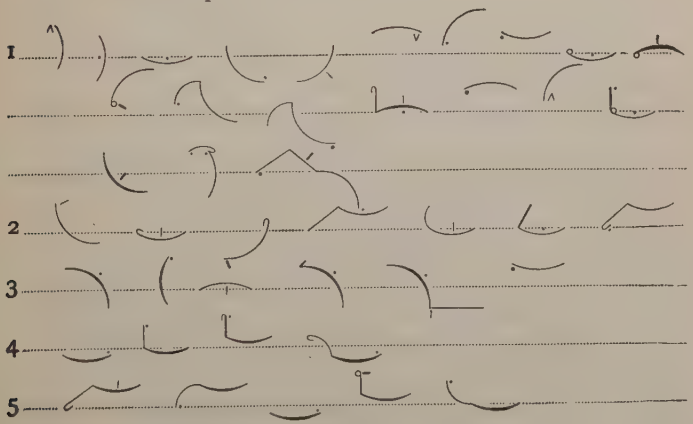
276. N-hook Added to Double-length Strokes.—The *n*-hook may be added to any double-length stroke, and it is invariably read after the syllable added by lengthening. See group 10.

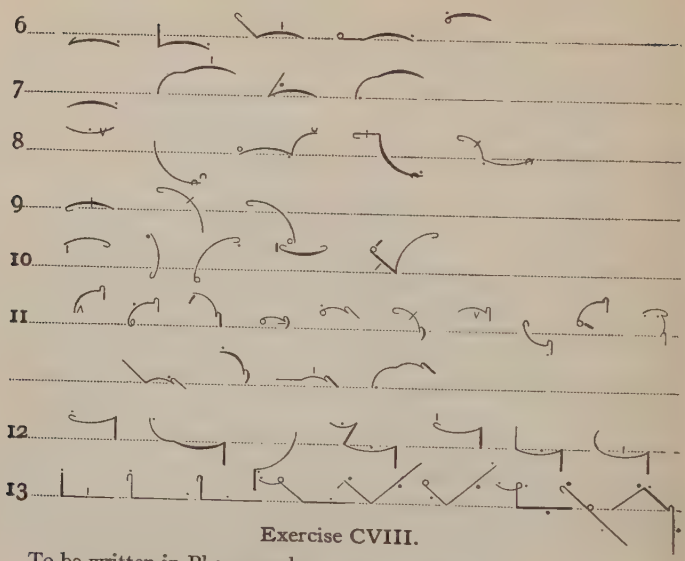
277. Past Tenses.—Past tenses of verbs whose present forms end in double-length strokes are generally written with half-length double consonants (see group 11), but after the double-length *n*, *ng*, and *sh* the past tense is formed by adding a stroke-*d* to the form of the present (see group 12).

278. The Tripling Principle.—Any *final* straight stroke that forms an angle with its preceding stroke may be tripled in length to indicate the addition of *ter* (*tor*). See group 13. It is not essential that such tripled stroke be written fully three times as long as a single stroke; but it should be distinctly more than double length.

Exercise CVII.

To be read and copied:





Exercise CVIII.

To be written in Phonography:

1. Easter, aster, alter, fitter, fighter, shatter, later, niter, flatter, fritter, slighter, diameter, rafter, filter, water, motor, swelter, winter, deserter, porter, flutter.

2. Order, harder, wander, invader, tender, tinder, surrender.

3. Wither, father, smother, whither.

4. Sinker, clinker, hanker.

5. Hunger, stronger, linger, finger, anger.

6. Temper, jumper, distemper, pamper.

7. Umber, cumber, timber, clamber.

8. Entire, future, material, curvature, furniture.

9. Murder, further, farther.

10. Modern, eastern, slattern, northern, subaltern.

11. Watered, faltered, muttered, weathered, scampered, murdered, altered, littered, frittered, fluttered, hampered, lumbered, timbered,

12. Entered, angered, wondered, shuddered, wandered, tendered, surrendered, tinkered, hungered.

13. Injector, protector, educator, extracter, fabricator, conspirator, moderator, respirator, demonstrator, propagator, promulgator.

Lesson LVI.—The Doubling Principle.—Sentence-writing.

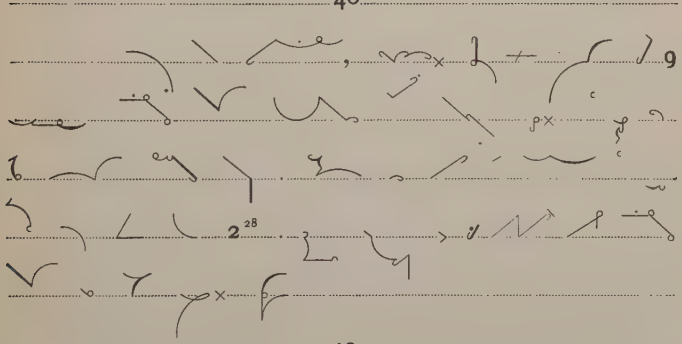
279. Logograms.— matter, another, younger, longer.

280. Phrases.— your-letter, this-letter, another-letter, last-letter, next-letter, in-our-letter.

281. Business Letters.—

Exercise CIX.

48



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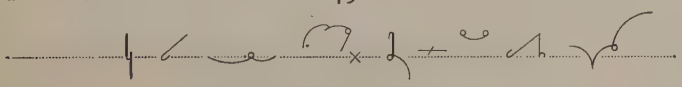

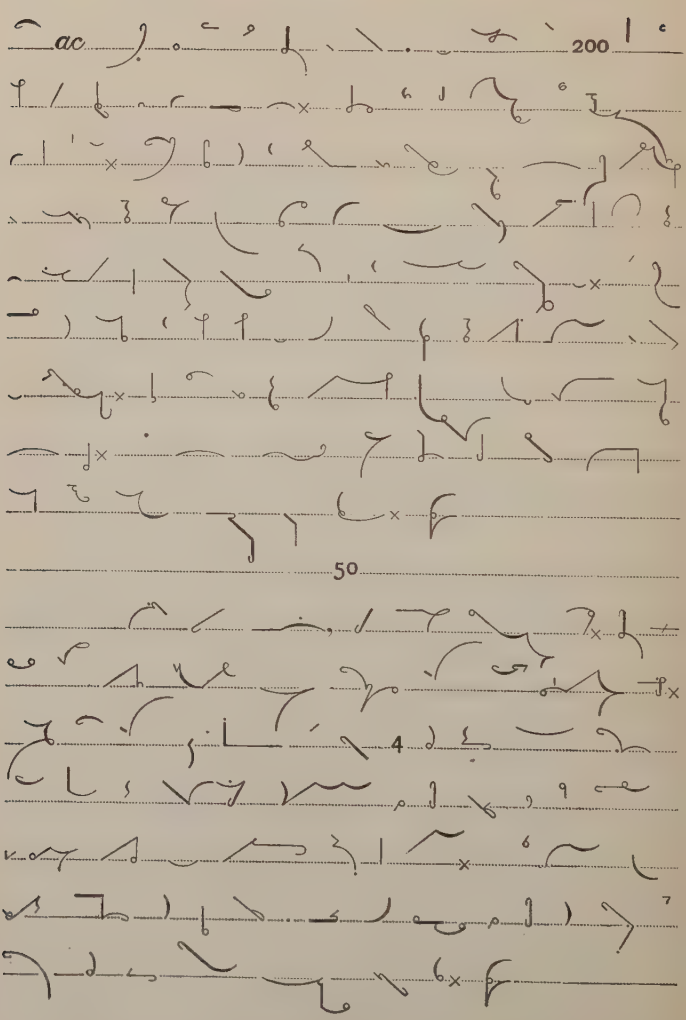
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Mr. Arthur P. Henderson,
Portland, Maine.
Dear Sir:

Your letter of June 9, inclosing expense bill for shipment of roofing-paper, is at hand. We understand that the freight on this material has not yet been paid, and in order that the matter may not run on any longer we hand you herewith our check for $2.28, and would ask you to forward it to the agent, returning the receipted expense bill to us in your next letter.

Yours truly,

49

Mr. David H. Anderson,
Lynn, Mass.
Dear Sir:

Since we wrote you our last letter Mr. A. C. Schrader has called on us, desiring to pay a note in the sum of $200 with interest, which it is believed you hold against him. It seems that you did not leave this note with us, and we do not know whether you hold it or not. Mr. Schrader tells us that he spoke to you personally about this matter during your recent visit to New Bedford, and that he has seen your father as well as your younger brother regarding it; also that he has made inquiry at both the banks here, but that neither one produces the note. He therefore gives us notice that interest on said note shall stop this day, and that he is ready and willing to pay the note on presentation. It would seem to us that this renders it advisable for you to look into this matter at once. The matter mentioned in our letter of December 10 has been looked into, and we find nothing can be done about it this winter.

Yours truly.

50

Mr. Albert H. Kemper, General Counsel,
Springfield, Mass.
Dear Sir:

Since I last wrote you I have received another letter from Charles Alter in regard to the Somerville accident. In this letter Mr. Alter, who was conductor on No. 4, says that he can neither affirm nor deny that the bell of the engine was ringing as the train passed the Third Street crossing, but he certainly retains no recollection of hearing it ring. He is willing, however, to swear that the gateman was at his post and gave the usual signals as the train was approaching, and he further says he can bring another witness to prove this.

Yours truly,

Lesson LVII.—Clashes and Distinctions.

282. Clashes.—In paragraphs 33 and 34 it was shown that in sentence-writing vowels may be omitted and the unvocalized outlines for most words may be read without hesitation, and this through the legibility afforded by position-writing and context. There remains, however, a class of words which neither position-writing nor context renders legible. It is evident that if a single outline stand for two words, and if the accented vowel in both words occupy the same vowel-place, position-writing will not determine which is which. If, furthermore, both words happen to be of the same part of speech and of such a meaning that either would make sense in a given sentence, it is evident that context does not distinguish them. Such words are said to *clash* with one another, and their outlines must be *distinguished* in some definite manner.

283. Distinction by Vocalization.—The words given in group 1 of the following exercise form just such clashes. In order that they may be read with certainty it is necessary that the phonographer insert the vowel in one or both of the clashing words. If, however, the vowel be habitually inserted in a certain one, while the other is habitually left unvocalized, the distinction is complete. In practise, these words are vocalized as shown in the exercise.

284. General Rules of Position-writing.—A Comparison of paragraphs 35, 111, 142, and 233, in the foregoing lessons are summed up in the following general rules for the use of position-writing:

The outlines of all primitive words are regularly written in position when they consist of (*a*) a single stroke, whether

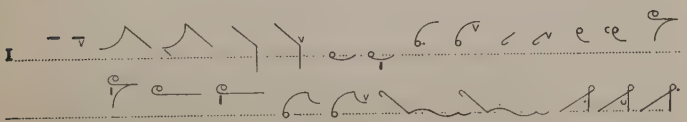
with or without appendages, and whether modified or unmodified by halving or doubling; or (*b*) two unmodified strokes without appendages; or (*c*) when the word is a monosyllable.

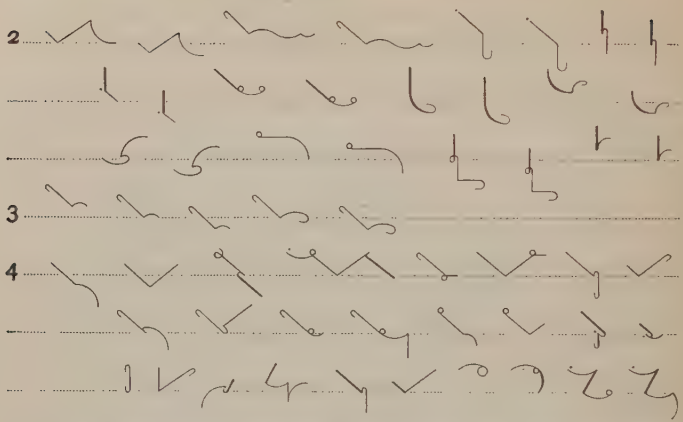
Long outlines, *i. e.*, outlines consisting of two strokes plus *something*—be it a circle, a hook, a loop, a halving, a doubling, another stroke, or any combination of these—are, for primitive polysyllables, regularly written on the line, irrespective of the place of the accented vowel; but outlines of derivative words take the position of their respective primitives.

285. Long Outlines Specially Distinguished by Position.—Long outlines, it will be remembered (see paragraph 35), usually stand for but a single word. In a few cases, however, long outlines stand for two or more clashing words which must be distinguished by writing the outline in position in accordance with the place of the accented vowels of the words. See group 2. In a very few cases such outlines are, for practical convenience, written irregularly in position, and not in accordance with the place of the accented vowel. See group 3.

286. Distinction by Variation.—In certain cases the most convenient and practical means of distinction between clashing words lies in variation of the consonantal outlines. The regular form is used for one word, while the conflicting word is written with a form that is more or less arbitrarily varied therefrom. See group 4.

Exercise CX.





1. God, guide; ship, shop; pity, piety; sun, snow; silly, sly; heat, height; soft, swift; squeal, squall; squeak, squawk; sulphate, sulphite; permanent, preëminent; russet, roseate, rusty.

2. Petrify, putrefy; prominent, permanent; competition, computation; daughter, debtor; adopt, adapt; business, baseness; division, devotion; violent, valiant; notional, national; score, secure; destruction, distraction; delight, daylight.

3. Prompt, permit, promote; permission, promotion.

4. Poor, pure; insuperable, inseparable; prosecute, persecute; patron, pattern; proffer, prefer; present, personate; support, separate; abandoned, abundant; train, turn; gentle, gentile; bitter, better; Mrs., Misses; ingenious, ingenuous.

Exercise CXI.

To be written in Phonography. Repeat each sentence, using the word in parentheses in the repetition:

1. A wise and good man will seek the aid of a just God (guide). 2. The greater part of this company's capital is invested in their ships (shops). 3. A feeling of pity (piety) filled her bosom. 4. The weather was extreme, and they made slow progress on account of the sun (snow). 5. A silly (sly) look came over her countenance as she narrated the incident. 6. At this season of the year the heat (height) of the sun increases perceptibly from week to week. 7. His remark brought a soft (swift) answer from her usually silent lips. 8. A loud squeal (squall)

greeted their ears. 9. In its pain and fright the poor creature uttered a harsh squeak (squawk). 10. Sulphate (sulphite) of copper is one of its principal ingredients. 11. His talents and industry gave him a permanent (preëminent) position in the employ of that company. 12. The delicious fruit was of a russet (roseate) (rusty) hue. 13. Under certain conditions a dead body will petrify (putrefy) rapidly. 14. His long and faithful service was rewarded by a prominent (permanent) place in the affections of his fellow-citizens. 15. The difference between them will readily be removed by honest competition (computation). 16. He relinquished his rights in favor of his daughter (debtor). 17. I think you will do well to adopt (adapt) this method for your present purpose. 18. The nature of his business (baseness) was well known, and caused everybody to distrust him. 19. By this unwise division (devotion) of his powers he failed to accomplish anything. 20. A violent (valiant) temper may lead its possessor into indiscretions. 21. They were actuated on that occasion by what must be considered a notional (national) sense of duty. 22. By these tactics we think they will be sure to score (secure) a point against their competitors. 23. A scene of awful destruction (distraction) was witnessed by them. 24. A bright ray of delight (daylight) shone in his eyes. 25. We cannot consent to prompt (permit) (promote) such an enterprise. 26. The permission (promotion) of any such plan would be a mistake on the part of the management. 27. These springs afford a poor (pure) water supply. 28. He felt that he could not succeed on account of this one insuperable (inseparable) condition. 29. These men were hired to prosecute (persecute) the youth against whom false charges had been made. 30. We cannot afford to lose our patrons (patterns) in this manner. 31. He was much chagrined when he learned that they did not proffer (prefer) his assistance. 32. He undertook to present (personate) his friend to the officers of the bank. 33. It now seems as if it would be necessary for him to support (separate) the children. 34. The reasons he gave seem to have been abandoned (abundant). 35. Train (turn) your attention to the observation of matters of importance. 36. She is a girl of gentle (genteel) manners. 37. The first thing that offers may prove to be a bitter (better) bargain. 38. The entire body was evidently moved by the righteous (riotous) disposition of its leader. 39. We wish it to go to the Mrs. (Misses) Smith of whom we spoke to you yesterday. 40. His ingenious (ingenuous) statement of the case caused them to agree at once to his proposals.

Lesson LVIII.—Proper Names.

287. Proper Names Unaffected by Context.—Perhaps no other single pitfall causes discomfiture to so many amanuenses as the writing of proper names. Fear of this danger has even led some unwise phonographers into the time-wasting habit of writing proper names uniformly in longhand. Yet no real difficulty need be experienced if reasonable precautions are taken. In the first place, it must be remembered that proper names are not affected by "context"—one will usually make as good sense in a given place as another—and for that reason the general rule should be to vocalize fully all outlines for proper names. Whenever, in writing proper names, the vowels are omitted, memory, not context, must be depended on. To depend on memory is always bad practise in a shorthand writer, whose notes should be in themselves a perfect record. If it is ever allowable to leave out the vowels in writing proper names, it can be only in the case of those few names which recur with daily frequency in the routine work of the office in which the amanuensis is employed, and caution must be exercised even in such cases. It is, however, usually sufficient to vocalize a proper name the first time the outline occurs within the compass of a single letter, and if it reappear in the body of the same letter the unvocalized form will suffice, unless the outline be subject to a possible clash.

288. Clashes.—But if Mr. Smith , of Canton , Ohio, and Mr. Smyth , of Kenton , Ohio, be spoken of in the same letter, it is evident that the names "Smith,"

"Smyth," "Canton," "Kenton," must be vocalized whenever used. Group 1 in the following exercise shows a number of such clashing outlines. The list, however, is by no means exhaustive, and proper names are of such a peculiar nature that it is always possible for an unexpected clash of this kind to arise; so that it may be said again that the one safe rule is to vocalize proper names in all cases.

289. Logograms and Affixes not Used in Writing Proper Names.—It would hardly seem necessary to caution phonographers against the use of logograms for representing proper names. Correctly to transcribe names so written would depend upon a pure act of memory. Group 2 contains a list of such names, showing them written out in full. It is generally well to avoid the use of affixes in writing proper names. See group 3. In a few cases, however, the working convenience of using the affix is so great that it is employed in practise. See group 4.

290. Spelling of Proper Names.—The varying spelling in longhand of many proper names is a difficulty which the amanuensis must meet in a practical manner. Group 5 contains a list of the most common of these names. They should all be carefully memorized, and it should be the practise of the amanuensis to secure the correct spelling of each name. This may be done in various ways—the amanuensis may know the correct spelling of his own personal knowledge, or through previous experience, and in such cases he will, of course, transcribe correctly. In other cases the dictater may hold in his hand a letter to which he is dictating the answer. If, as is usually the case, the amanuensis have access to this letter, he need only refer to it, when transcribing, to determine how to spell the name. When, however, in any particular case, he has no assured means of determin-

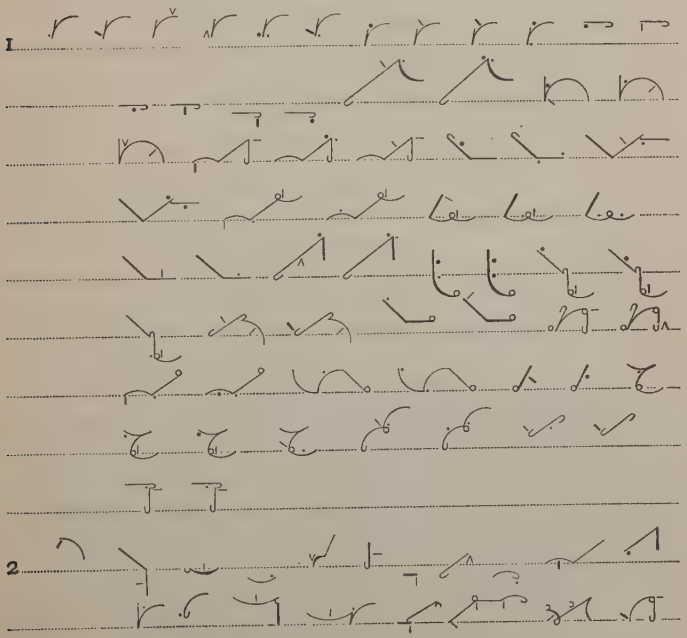
ing the true spelling of the name, he should always quietly interrupt the dictater with the request, "Spell it, please," and then write the name in longhand from the dictater's spelling. A similar course should be pursued in the case of odd, and especially foreign, names. It is not to be expected of even a well-educated phonographer that he should know that the name which is pronounced and written is spelt "Czarniecki." As already directed, the dictater should be called on to furnish the spelling of proper names in all doubtful cases unless the amanuensis has some sure means of reference to a written record, in which case he should, of course, not needlessly interrupt the dictater.

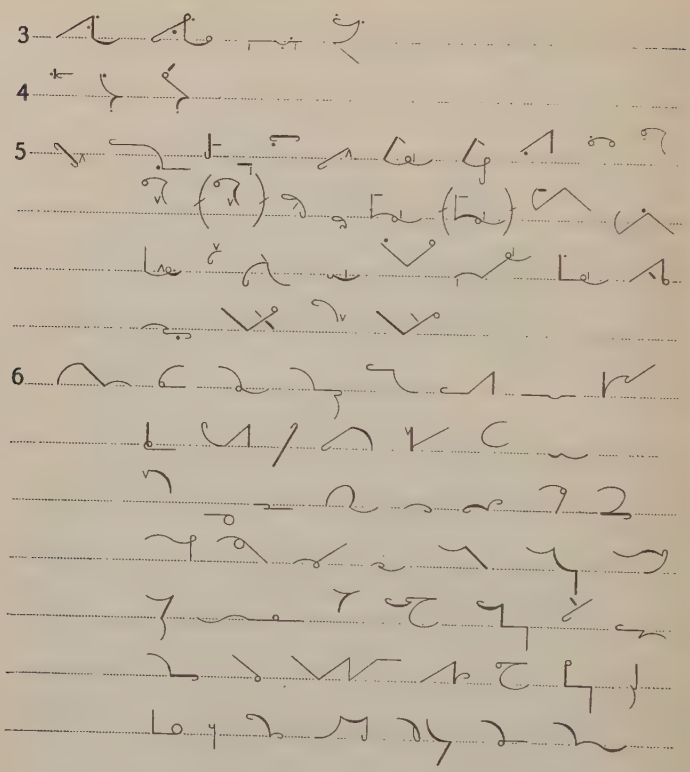
291. Clashing Geographic Names.— There are a few geographic names especially liable to clash on account of varying spelling with similar sounds. Among these should be especially noted Sheboygan (Wis.), Cheboygan (Mich.); Salina (Colo., Kans., Okla., Pa., Utah), Celina (Ind., Minn., Ohio, Tenn., Tex.), Selina (Ga.); Coalton (Ky., Ohio, Okla., W. Va.), Colton (Cal., N. Y., Ohio, Oregon, S. Dak., Utah, Wash.)

292. Abbreviations.—In transcribing letters, and especially in addressing envelops, the names of states should either be spelt out fully, or, if shortened, only those official forms of abbreviation adopted by the United States Post-office Department should be employed. The outlines for the states are given in group 6, and in the key below is given the official form of abbreviation. Many errors in the mailing of letters are caused by careless writing in longhand of the two abbreviations for Indiana and Maryland. A longhand "outline" written thus may be read for either.

To avoid such a clash care should be used in writing, and in reading addresses showing this ambiguity the "United States Postal Guide" should be consulted in order to determine, if possible, in which of the states the post-office is located. *No* abbreviations other than those for states of the Union should be placed on envelops. Shortenings like "Phila.," for Philadelphia, or "Cin'ti," for Cincinnati, render mail matter on which they are placed technically *undeliverable* because of "incomplete address." The same is true of the use of the word "City" on letters mailed for delivery at one's home post-office.

Exercise CXII.





1. Hill, Hall, Hyle, Hoyle, Healey, Hawley; Hale, Hull, Hole, Haley; Keen, Conn; Kane, Cone; Kuhn, Kahn; Hervey, Harvey; Taylor, Teller, Tyler; Morton, Martin, Merton; Blake, Blackie; Berkeley, Barclay; Morrison, Emerson; Johnson, Janson, Jensen; Buck, Beck; Howard, Hardy; Davis, Davies; Peterson, Paterson, Patterson; Werner, Warner; Biggs, Boggs; Charleston, Charlestown; Morris, Maris; Phelps, Phillips; Jones, Janes; Nelson, Nilsson, Neilson, Nulsen; Wolseley, Wellesley; Warren, Warne; Canton, Kenton.

2. Orr, Butt, Young, Ann, Child, Dunn, Good, How, Mann, Moore, Reed, Tell, Will, Underwood, Underhill, Goodhue, Roscommon, Wordsworth, Allston.

3. Reading, Hastings, Connecticut, Winship.

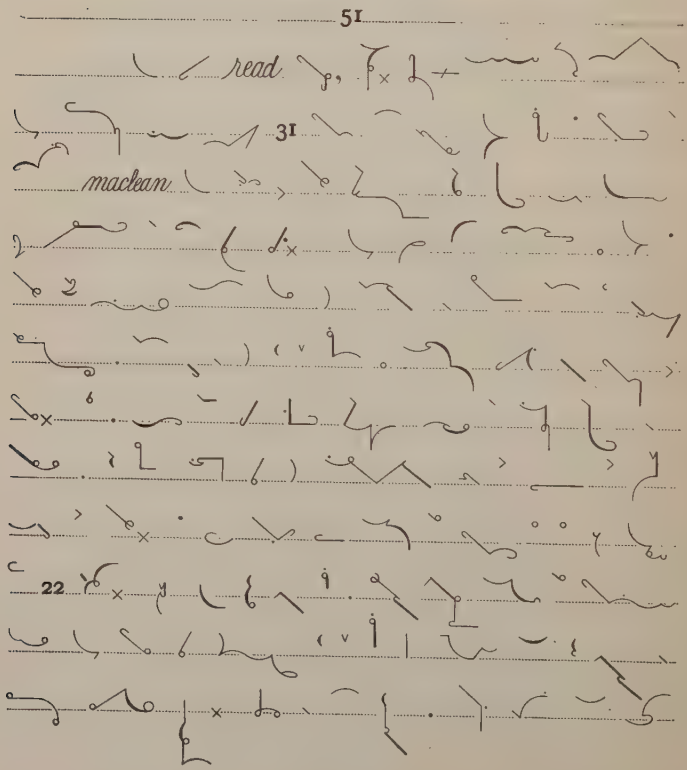
4. Concord, Fielding, Spaulding.

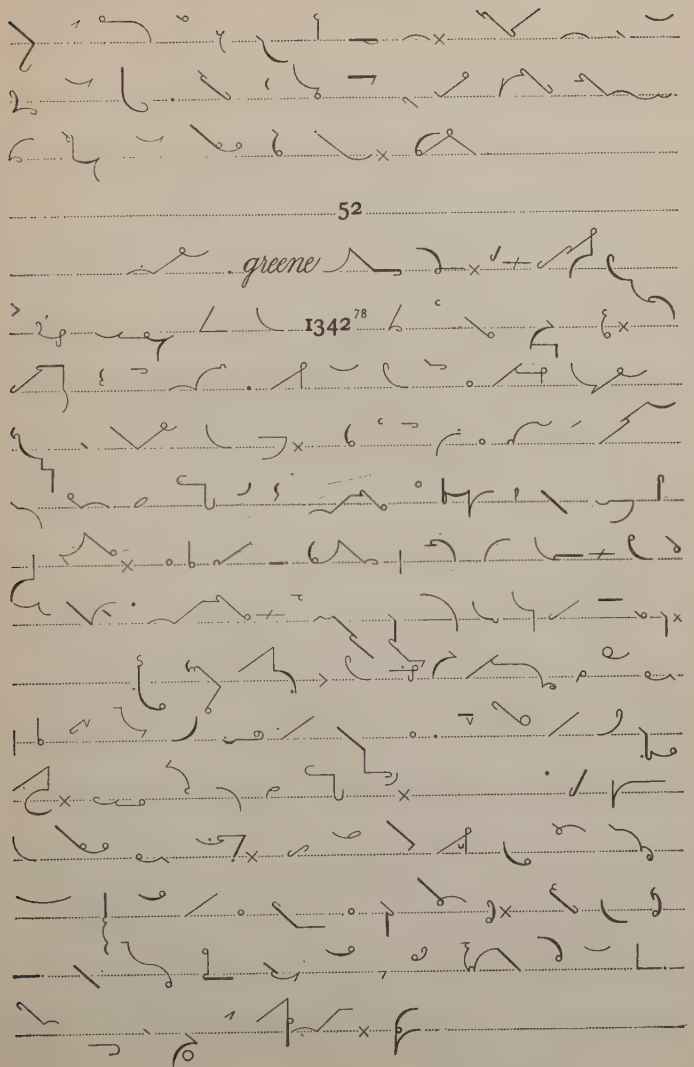
5. Brown, Browne, Braun; Clark, Clarke; Dun, Dunn; Good, Goode; Green, Greene; How, Howe; Johnson, Jonson; Johnston, Johnstone; Rede, Reed, Read, Reid, Reede, Reade, Reide; Sims, Simms, Simmes, Symmes; Smith, Smyth; Smyth, Smythe; Stern, Sterne; Stuart, Stewart; Thomson, Thompson; Thorp, Thorpe; Tharp, Tharpe; Townsend, Townshend; Wild, Wilde; Wolf, Wolfe; Young, Yonge; Pearce, Peirce, Pierce; Morrison, Morrisson; Dixon, Dickson; Rhodes, Rhoades; McLean, McClain, McLane, Maclean, MacClain, McClane; Burrows, Burroughs; Fry, Frye; Burns, Burnes, Byrnes.

6. Ala., Alaska, Ariz., Ark., Cal., Colo., Conn., Del., D. C., Fla., Ga., Hawaii, Idaho, Ill., Ind., Iowa, Kans., Ky., La., Maine, Md., Mass., Mich., Minn., Miss., Mo., Mont., Nebr., Nev., N. H., N. J., N. Mex., N. Y., N. C., N. Dak., Ohio, Okla., Oregon, Pa., P. R., R. I., S. C., S. Dak., Tenn., Tex., Utah, Vt., Wash., W. Va., Wis., Wyo.

Lesson LIX.—Business Letters.

Exercise CXIII.

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Mr. F. H. Read, President,
New York City.

Dear Sir:

In handing you herewith my report for the quarter ending March 31, permit me to present for your consideration the application of Mr. Alfred Maclean for appointment to the position of chief clerk of this division, now vacant through the resignation of Mr. Joseph Janes. For the last year Mr. Maclean has filled the position of shorthand amanuensis in my office, so I am able to speak of him with abundant knowledge of his qualifications; and I am bound to say that I consider him as in every way worthy to be promoted to the place. He is a young man of good general education, of genteel manners, of industry, of devotion to business, and of that strict integrity which is so inseparable a part of the character of the ideal incumbent of the position. The only apparent difficulty in the way of his promotion is his youth, for he is not yet quite twenty-two years old. I do not think, however, that this should be considered an insuperable obstacle, in view of his pre-eminent fitness for the place, which is so manifest that I consider it a fortunate thing that we should be able to secure his services at this time. It seems to me that it would be a pity to allow any notional objection on the score of his youth to have weight against him. I prefer him to any other man in the division, and I believe that if he is given the opportunity to rise he will prove a permanent element of strength in the business of this company.

Yours respectfully,

52

Messrs. Emerson & Greene,
Sheboygan, Wis.

Gentlemen:

We are in receipt of your valued favor of the 3d inst., inclosing your check for $1342.78, which amount we pass to your credit with thanks. We regret to say that we cannot mail you a receipt in full of account, as requested, for the reason that you have deducted 2% for cash. This we cannot allow, as you will note, on referring to our September 1 quotation-sheet, that the marked price is distinctly stated to be net cash, delivered at your shops. As it is, you are getting this shipment at a very low figure--several points, in fact, below the market price--and we should not be able to duplicate the order for you if it were given to us to-day.

We would advise that you purchase right away to the full extent of your requirements, as the season is now at its height, and if the usual indications are to be taken as a guide, prices are sure to advance right along. We inclose herewith our latest quotation-sheet.

The general outlook for business is now encouraging. We are not influenced by the roseate views of some of our friends; neither do we think that things are as black as painted by some others. We believe, however, that there is going to be a fierce struggle between the longs and the shorts, and we think you will be wise in taking prompt action to put yourselves on the right side of the market.

Yours truly,

Vocabulary.

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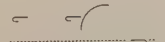

acknowledge
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all

all-important
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alone

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also
although

altogether
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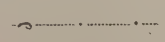

, these
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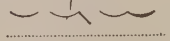

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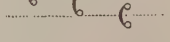

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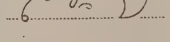

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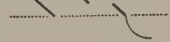

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creature

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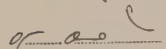

for
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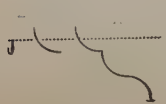

half-rate
half-time
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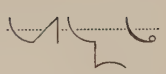

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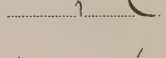

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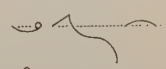

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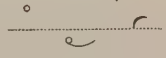

hope
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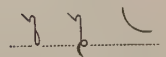

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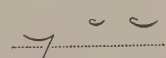
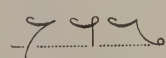


, , letter
, receipt (of)
, reference (to)



, regard (to)
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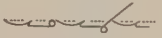

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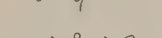

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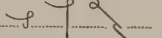

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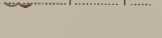

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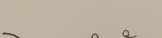

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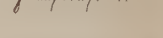

, month
, time
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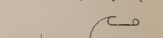

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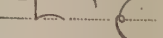

long-time
lord
Louisville

M

machinery
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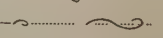

, not
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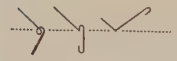

peculiar
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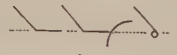

people-d
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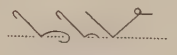

personate
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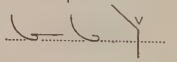

pity
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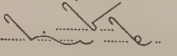

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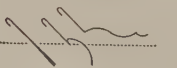

promote
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Q

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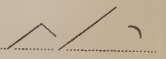

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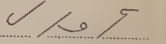

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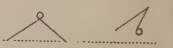

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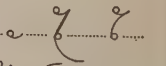
‘ Louis



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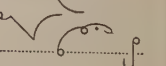

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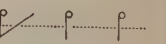

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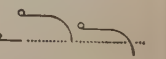

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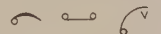

snow
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, time

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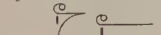
squawk



squeak
squeal
subject

subjected
subjection
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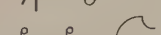

sulphite
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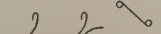
surely
surprise



swift

T

tell
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territory

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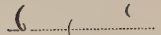

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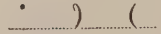

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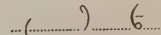

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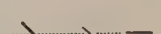

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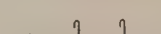

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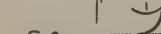

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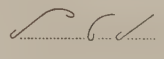

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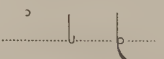

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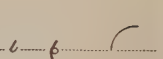

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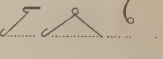

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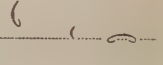

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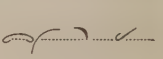

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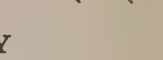

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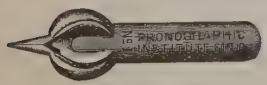

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